

Signature Authority Letter

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Subject: Confirmation of Signature Authority

Dear [Recipient's Name],

This letter serves to confirm that [Name of Authorized Person], [Title] of [Your Organization], is granted the authority to sign documents on behalf of [Your Organization]. This authority includes, but is not limited to:

- Contracts
- Agreements
- Financial documents

The effective date of this authorization is [Start Date] and will remain in effect until [End Date] unless revoked in writing.

If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]