

Authorized Signatory Letter Format

[Date]

[Company Name and Address]

Dear Sir/Madam,

I, [Your Name], hereby authorize [Authorized Person's Name] to act as an authorized signatory on behalf of [Company Name]. [Authorized Person's Name] is authorized to sign, execute and deliver any and all documents, agreements, deeds, contracts, assignments, and other instruments on behalf of [Company Name].

This authorization is effective immediately and shall remain in force until revoked by me. The signature of [Authorized Person's Name] shall be binding on [Company Name] and treated as if it were my own signature.

Please acknowledge receipt of this authorization letter and confirm that [Authorized Person's Name] has been added as an authorized signatory.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Position in the Company]