

Professional letter designating an authorized signatory

Subject: Authorization of Signatory

Dear [Recipient Name],

This is to formally authorize [Name of Authorized Person] to act as the authorized signatory on behalf of [Company/Organization Name] for all documents and agreements pertaining to [Specify Purpose].

[Name of Authorized Person] is hereby empowered to sign, submit, and receive relevant documentation with full authority until further notice.

Please consider this letter as official confirmation of the above authorization.

Sincerely,

[Your Name]

[Designation]

[Company/Organization Name]

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