

# Temporary authorization letter for signatory

Subject: Temporary Authorized Signatory

Dear [Recipient Name],

This letter serves to authorize [Name of Authorized Person] as a temporary authorized signatory for [Company/Organization Name] during my absence from [Start Date] to [End Date].

The authorized person is permitted to sign and execute all documents and correspondence on behalf of the organization within this timeframe.

Kindly accept this as provisional authorization.

Best regards,

[Your Name]

[Designation]

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