

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Address Line 1]

[Address Line 2]

Subject: Confirmation of Signatory Audit Compliance

Dear [Recipient Name],

This letter serves to formally confirm that [Company Name] has completed its internal audit regarding signatory authority and compliance for the fiscal period ending [Date].

The objective of this audit was to verify that all financial documents, contracts, and legal instruments were executed by authorized individuals in accordance with our corporate governance policies and the official Delegation of Authority matrix.

Based on our findings, we certify the following:

- All active signatories are properly documented and have been vetted.
- Transaction limits and approval thresholds were strictly adhered to during this period.
- Revoked signing authorities for terminated or transferred employees were processed immediately.
- No material instances of unauthorized signing or non-compliance were identified.

Supporting documentation and the detailed audit report are maintained on file and are available for review by authorized regulatory bodies or external auditors upon request.

Please contact [Name/Department] at [Phone Number/Email] should you require any further information regarding our signatory controls.

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title]

[Company Name]