

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Missing Authorized Signatory Documentation

Dear [Recipient Name],

We are currently reviewing the documentation provided for [Project Name/Account Number/Contract Name]. Upon review, we have identified that the required documentation for the Authorized Signatory is missing or incomplete.

To finalize our records and proceed with [Action, e.g., contract execution/account activation], please provide the following document(s):

- [Document Name 1, e.g., Power of Attorney]
- [Document Name 2, e.g., Board Resolution]
- [Document Name 3, e.g., Authorized Signatory List]

Please submit these documents by [Due Date] via [Submission Method, e.g., email/postal mail].

If you have any questions regarding this request, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]