

[Date]

[Inquirer Name]

[Inquirer Title]

[Company/Department Name]

Subject: Response to Inquiry Regarding Authorized Signatories

Dear [Inquirer Name],

This letter is in response to your inquiry dated [Date of Inquiry] regarding the authorized signatories for [Company Name] as approved by the Board of Directors.

We wish to confirm that the Board of Directors passed a formal resolution on [Date of Resolution] designating specific individuals with the authority to sign [Type of Documents, e.g., legal contracts, financial agreements] on behalf of the organization.

The following individuals are currently authorized signatories:

- [Name], [Title]
- [Name], [Title]

Please find attached a certified copy of the Board Resolution and the corresponding Signature Specimen Form for your records. These authorizations remain in effect until further notice or until a subsequent resolution is passed by the Board.

If you require any further documentation or clarification, please contact the Corporate Secretary's office at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title, e.g., Corporate Secretary]

[Company Name]

Enclosures: Board Resolution, Signature Specimens