

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

[Recipient Name]
[Recipient Title]
[Requesting Organization Name]
[Street Address]
[City, State, Zip Code]

RE: Corporate Resolution and Signatory Verification for [Your Company Name]

Dear [Recipient Name],

This letter is in response to your request dated [Date of Request] regarding the verification of authorized signatories and corporate resolutions for [Your Company Name].

I, [Name of Corporate Secretary], Secretary of [Your Company Name], hereby certify that the following individuals are duly authorized to execute documents, contracts, and financial instruments on behalf of the corporation, pursuant to the resolution adopted by the Board of Directors on [Date Resolution was Passed]:

- [Name of Signatory 1], [Title]
- [Name of Signatory 2], [Title]

The aforementioned resolution remains in full force and effect and has not been amended, rescinded, or modified as of the date of this letter.

Please find the following documents attached for your records:

- Certified Copy of the Corporate Resolution
- Incumbency Certificate / Signature Samples
- [Any other requested documentation]

Should you require further information or additional documentation to complete your verification process, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Corporate Secretary]
Corporate Secretary
[Your Company Name]

Enclosures: [List of attached documents]