

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

[Inquiring Party Name]
[Inquiring Party Address]
[City, State, Zip Code]

RE: Response to Signatory Authority Inquiry for [LLC Name]

Dear [Name of Contact],

This letter is in response to your inquiry dated [Date of Inquiry] regarding the authorized signatories for **[Full Legal Name of LLC]**.

We hereby confirm that the following individual(s) currently hold the authority to execute legal documents, contracts, and financial instruments on behalf of the Company:

- **[Name of Signatory 1]** - [Title/Position]
- **[Name of Signatory 2]** - [Title/Position]

The aforementioned individual(s) are authorized to bind the Company under the terms of our Operating Agreement and current Board Resolutions. This authority remains in effect until [Expiration Date or "further written notice"].

Attached to this letter, please find [List attachments, e.g., a Certificate of Incumbency or redacted Operating Agreement] for your records.

If you require any additional documentation or have further questions, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title, e.g., Managing Member / Secretary]
[Company Name]