

Date: [Insert Date]

To: [Insert Name of Recipient/Organization]

Attention: [Insert Department Name]

Subject: Formal Designation of Recipient Departments

Dear [Insert Name or Title],

This letter serves as formal notification regarding the designated departments authorized to receive [insert type of materials, documents, or funds] on behalf of [Insert Your Organization Name].

Please ensure that all future correspondence and deliveries related to [insert project or account name] are directed to the following departments:

- **Department Name:** [Insert Department 1]
Contact Person: [Insert Name]
Email: [Insert Email Address]

- **Department Name:** [Insert Department 2]
Contact Person: [Insert Name]
Email: [Insert Email Address]

Effective [Insert Date], any documentation sent to departments not listed above may result in processing delays. We request that you update your internal records to reflect these designations immediately.

If you require further clarification or additional documentation regarding this authorization, please contact [Insert Name] at [Insert Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Organization Name]