

[Current Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

Subject: Authorization of Corporate Officer

To Whom It May Concern,

This letter serves to formally certify that [Officer Name] holds the position of [Officer Title] at [Your Company Name].

In this capacity, [Officer Name] is a duly authorized signatory of the corporation. They are empowered to execute contracts, sign legal documents, and enter into binding agreements on behalf of [Your Company Name] regarding [Specify Project or Transaction].

This authorization shall remain in effect until [Expiration Date] or until written notice of revocation is provided.

A specimen signature of the authorized officer is provided below:

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[Officer Name] Signature

Sincerely,

[Your Signature]

[Your Name]

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

[Your Company Name]