

**Date:** [Insert Date]

**To:** [Recipient Name/Organization]

**Address:** [Recipient Address]

**Subject:** Authorization for [Insert Project Name or Loan Number]

To Whom It May Concern,

This letter serves as formal authorization for the actions described herein regarding the account/loan mentioned above. By signing below, the undersigned confirms they have the legal authority to bind the lending institution to this agreement.

Approved By:

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**Signature**

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**Printed Name**

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**Title / Position**

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**Lending Institution Name**

**Contact Information:** [Insert Phone or Email]