

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

RE: Authorization Signature and Corporate Title for [Project Name/Contract Number]

To Whom It May Concern,

This letter serves to formally confirm the authorized representative for [Your Company Name]. The individual named below is empowered to sign legal documents, contracts, and official correspondence on behalf of the corporation.

Authorized Representative Information:

Full Legal Name: [Print Name of Authorized Representative]

Corporate Title: [Exact Job Title, e.g., Chief Executive Officer / Vice President]

By signing below, the undersigned representative acknowledges their authority to bind the company to the terms and conditions outlined in the associated documentation.

Sincerely,

(Signature of Authorized Representative)

[Print Name]

[Corporate Title]

[Your Company Name]

Witnessed/Attested by (if required):

Signature: _____

Name: [Witness Name]

Title: [Witness Title]