

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Company
Address
City, State Zip Code

Re: Authorized Signatories for Partnerships or Corporations

Dear Name:

In receipt of your letter dated Date, please find enclosed the authorization which I have completed and signed regarding the above referenced matter.

Please forward a copy of the authorization to me once it has been approved. A self addressed stamped envelope is enclosed for your convenience.

With kind regards, I remain

Yours very truly,

BY:

:
Encl.