

Letter of Authorization for Business Contract Signing

A **Letter of Authorization for Business Contract Signing** is an official document that grants an individual the authority to sign contracts on behalf of a company or organization. This letter is essential for delegating signing powers to a trusted representative, ensuring that business agreements are legally binding and recognized. An example typically includes details such as the name of the authorized person, the scope of their signing authority, the duration of the authorization, and the signature of the company's authorized signatory. This document enhances trust and clarity in business transactions by formally recording who is empowered to act on behalf of the company.

Letter Template

[Your Company Letterhead]
[Date]
To Whom It May Concern,
Subject: Authorization for Business Contract Signing
This letter serves as formal authorization for **[Authorized Person's Name]**, holding the position of **[Designation/Title]**, to sign business contracts and related agreements on behalf of the company.
Scope of Authorization:
- Authorized to review and sign business contracts and agreements relating to [Specify Scope, e.g., sales agreements, vendor contracts, service agreements].
- Authorization valid from **[Start Date]** to **[End Date]**.
Please recognize the authority of **[Authorized Person's Name]** in all matters relating to the aforementioned contracts. Any agreements signed by him/her within the scope and period of this letter shall be binding on the company.
If you require any clarification, please contact the undersigned.
Regards,
[Signature]
[Authorized Signatory Name]
[Designation/Title]
[Company Name]
[Contact Information]

Example Letter

XYZ Solutions Inc.
123 Corporate Avenue, Suite 456
New York, NY 10001
June 20, 2024
To Whom It May Concern,
Subject: Authorization for Business Contract Signing
This letter serves as formal authorization for Mr. John A. Smith, Head of Sales, to sign business contracts and related agreements on behalf of XYZ Solutions Inc.
Scope of Authorization:
- Authorized to review and sign sales contracts, vendor agreements, and service contracts.
- Authorization valid from June 20, 2024, to December 31, 2024.
Please recognize the authority of Mr. John A. Smith in all matters relating to the aforementioned contracts. Any agreements signed by him within the defined scope and period shall be binding on the company.
If you require any clarification, please contact the undersigned.
Regards,
[Signature]
Linda Brown
Chief Executive Officer
XYZ Solutions Inc.
(555) 123-4567