

[Law Firm Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Street Address]
[City, State, Zip Code]

RE: Authorized Signatures for [Case Name or Project Reference]

To whom it may concern,

This letter serves as formal notification regarding the individuals authorized to sign legal documents, contracts, and settlement agreements on behalf of [Law Firm Name] in relation to [Case/Matter Name].

The following partners are duly authorized signatories for the firm:

[Partner Name 1]
Title: [Managing Partner/Senior Partner]
Specimen Signature: _____

[Partner Name 2]
Title: [Partner]
Specimen Signature: _____

These authorizations shall remain in effect until written notice of revocation is provided by the firm. Please update your records accordingly to ensure all future filings and agreements are executed by the authorized personnel listed above.

Should you require further verification or have any questions, please contact our office at [Phone Number].

Sincerely,

[Signature]

[Name of Principal/Managing Partner]
[Title]
[Law Firm Name]