

Authorization to handle financial matters

Subject: Delegation of Financial Authority

Dear [Recipient's Name],

This letter serves to authorize [Delegate's Full Name] to conduct financial transactions on behalf of [Your Name/Organization] from [Start Date] to [End Date]. The authority includes signing checks, making deposits, and approving payments related to [specific accounts or projects].

All transactions must be documented and reported to the finance department within 24 hours of completion. Please extend full cooperation to the delegate during this period.

This delegation is valid until the stated end date unless revoked earlier in writing.

Sincerely,

[Your Name]

[Your Position]

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