

# SAMPLE

## Signature Authority Letter

**(insert name of entity)** exists as a non-profit corporate entity and as such does not have a President or Vice-President, but instead is governed by a Board of Directors. In addition, **(insert name of entity)** operates under the leadership of **(insert name of individual signing the contract)**, our Executive Director. **(insert name of individual signing the contract)** has the authority to sign contracts on behalf of **(insert name of entity)** which are binding

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Signature

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Print Name

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Title

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Date