

SIGNATORY LETTER EXAMPLE

**(PRINTED ON OFFICIAL COMPANY LETTERHEAD)**

Date:

PRIORITY INTERVIEW PROGRAM COORDINATOR  
Non-Immigrant Visa Section  
Embassy of the United States of America  
Roxas Boulevard, Ermita, Manila

RE: AUTHORIZED SIGNATORIES

Dear Sir/Madam:

In connection with the Priority Interview Program of the U.S. Embassy,  
please find below (name of company)'s duly authorized signatories:

- |  |                  |
|--|------------------|
| (1) Signatory name<br>(rank/position in the company) | sample signature |
| (2) Signatory name<br>(rank/position in the company) | sample signature |
| (3) Signatory name<br>(rank/position in the company) | sample signature |
| (4) Signatory name<br>(rank/position in the company) | sample signature |

Sincerely,