**[YOUR LETTERHEAD]**

**[Current Date]**, 20\_ \_\_\_

MEMORANDUM

TO: **[Delegate]**

FROM: **[Delegating Officer]**

SUBJECT: Delegation of Authority

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By copy of this memorandum I am advising you that any delegation granted to you by the previous President of The University of Texas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Designate U.T. institution.]** will continue to be valid and effective under my authority.

cc: Dana L. Hollingsworth