

Authorized Corporate Delegate Assignment

Date: [Insert Date]

To Whom It May Concern,

This letter serves to formally authorize [Delegate's Name], holding the position of [Delegate's Position] at [Company Name], to act on behalf of [Your Name or Management's Name] in accordance with corporate guidelines.

[Delegate's Name] is empowered to perform the following tasks:

- [Task/Responsibility 1]
- [Task/Responsibility 2]
- [Task/Responsibility 3]

This authorization is effective from [Start Date] to [End Date], unless revoked in writing prior to the end date.

For any queries regarding this assignment, please contact me directly at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[Contact Information]