

Company Representation Authorization Request

[Your Company Letterhead]

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We, [Your Company Name], located at [Your Company Address], hereby authorize [Authorized Person's Name] to represent us in all matters pertaining to [specific matter or event] for the duration of [time period or dates].

[Authorized Person's Name] is entitled to make decisions, sign documents, and act on behalf of our company in regard to the aforementioned matter.

If you have any questions or require further verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]