

Business Meeting Representation Authorization

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], representing [Your Company Name], hereby authorize [Representative's Name] to act as my representative in the upcoming business meeting scheduled for [Date of Meeting] at [Location]. This authorization includes the authority to communicate, negotiate, and make decisions on behalf of our organization during the meeting.

Details of the Meeting:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Agenda:** [Briefly outline the agenda]

Please allow [Representative's Name] to fully represent our interests with the necessary engagement and courtesy.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]