

Letter of Authorization for Corporate Delegate

Date: [Insert Date]

[Your Company's Letterhead]

To Whom It May Concern,

This letter serves to officially authorize [Delegate's Full Name], holding the position of [Delegate's Position] at [Your Company Name], to act on our behalf during the upcoming business meeting scheduled on [Date of Meeting] at [Location of Meeting].

Full authority is granted to [Delegate's Name] to represent our interests, communicate decisions, and engage in negotiations pertinent to [specific agenda or topics].

We appreciate your cooperation in facilitating this arrangement and ensuring that [Delegate's Name] receives any necessary materials or information required for the meeting.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]