

# Authorization Letter for Meeting Representation

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the undersigned, hereby authorize [Authorized Person's Name] to represent me in the upcoming business meeting scheduled for [Date and Time] at [Location]. The purpose of this meeting is to discuss [Meeting Agenda/Topic].

[Authorized Person's Name] holds the position of [Their Position] at [Your Company Name] and is fully authorized to make decisions on my behalf during this meeting.

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]

[Your Contact Information]