

# Business Meeting Representation Authorization

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the undersigned, hereby authorize [Authorized Person's Name] to represent me on my behalf during the business meeting scheduled on [Insert Date and Time] at [Insert Location].

[Authorized Person's Name] has been appointed as my financial overseer and is authorized to make decisions, discuss matters, and sign relevant documents pertaining to this meeting.

Please provide [Authorized Person's Name] with the necessary access and support to carry out this responsibility.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]