

# Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the [Your Position] of [Your Company Name], hereby authorize [Legal Representative's Name] to represent me and my interests in the business meeting scheduled on [Date of Meeting] at [Location of Meeting].

This authorization includes the authority to communicate, negotiate, and make decisions on my behalf during the course of the meeting.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]