

# Authorization Letter for Business Meeting Representation

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the [Your Position] of [Your Company], hereby authorize [Project Manager's Name], the Project Manager for [Project Name], to represent our company in the upcoming business meeting scheduled on [Meeting Date] at [Meeting Location].

[Project Manager's Name] has full authority to discuss and negotiate on behalf of [Your Company] regarding [briefly describe the purpose of the meeting].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company]

[Your Contact Information]