

# Business Meeting Representation Authorization

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the [Your Position] of [Your Company], hereby authorize [Senior Analyst's Name], [Senior Analyst's Position] of [Your Company], to represent our organization during the upcoming business meeting scheduled for [Meeting Date] at [Meeting Location].

[Senior Analyst's Name] is entrusted with the authority to make decisions and communicate on behalf of [Your Company] regarding matters discussed during this meeting.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]