

# **Authorization Letter for Business Meeting Representation**

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the undersigned, hereby authorize [Team Leader's Name], the Team Leader of [Department/Team Name], to represent our team at the upcoming business meeting scheduled on [Meeting Date] at [Meeting Venue].

[Team Leader's Name] is fully authorized to act on behalf of our team and is empowered to make decisions and commitments on our behalf during this meeting.

Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]