

Letter of Authorization

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the undersigned, hereby authorize [Proxy's Name] to act on my behalf in the upcoming business meeting scheduled for [Date of Meeting] at [Location of Meeting].

This authorization grants [Proxy's Name] the authority to represent me in all matters discussed during the meeting, including but not limited to voting on my behalf and making decisions regarding [specific issues if applicable].

This authorization is valid only for the duration of the aforementioned meeting.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]