

Authorize representative to attend official meeting

Subject: Authorization for Meeting Attendance

Dear [Recipient's Name],

We authorize [Authorized Person's Name] to represent [Company Name] at the [Conference/Meeting Name] scheduled on [Date]. They are empowered to participate, discuss, and make decisions as necessary on behalf of the company.

Thank you for your assistance and understanding.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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