

Delegating authority to represent a company

Subject: Authorization to Represent [Company Name]

Dear [Delegate's Name],

I am writing to formally delegate you to represent [Company Name] at the [Event/Conference/Meeting Name] scheduled on [Date] at [Location]. You will be responsible for presenting our company's position, participating in discussions, and signing documents on our behalf if necessary.

Please ensure that you gather all relevant information and align with our company's objectives before attending. Following the event, submit a detailed report summarizing outcomes and key points discussed.

We trust in your judgment and professionalism to represent our company effectively.

Best regards,

[Your Name]

[Your Position]

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