

Casual email for temporary representation

Subject: Authorization to Act on My Behalf

Hi [Recipient's Name],

Just letting you know that I'm giving [Representative's Name] permission to handle [specific matter, e.g., signing some paperwork, picking up documents, or attending a meeting] for me since I won't be available. They'll be representing me from [date] to [date].

If you need confirmation, feel free to reach out to me directly. Thanks for your understanding.

Best,

[Your Name]

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