[Sender Name]

[Sender Designation]

[Company Address]

Date:

[Name of Recipient]

[Designation of Recipient]

**Subject: Authorization Letter to Attend Meeting**

Dear Sir/Madam,

This is to inform you that I authorize my colleague, Mr./Mrs. [name of Representative] to represent me at the annual general meeting of the company to be held at [mention date of the meeting]. I will be out of town from [mention start date] to [mention end date]. The details of my representative are:

[mention details of your representative such as name, address, drivers license number or some ID number, and signatures, etc.]

Mr./Mrs. [name of Representative] will have full authority to act and make decisions on my behalf, during the aforementioned period. If you have any queries or questions regarding this authorization, you can contact me through the given below contact details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]