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]

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