

# Business Delegation Letter

[Your Name]

[Your Title]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

Dear [Recipient's Name],

I am pleased to inform you that [Delegate's Name], representing [Your Company], will be attending [Event Name] on [Event Date] at [Event Location].

[Delegate's Name] is authorized to represent our company and make necessary decisions pertaining to [specific responsibilities or tasks] during the event.

We appreciate your cooperation and look forward to a successful collaboration.

Sincerely,

[Your Signature]

[Your Name]