

Letter of Authorization for Business Meeting Attendance

This document provides a comprehensive **Letter of Authorization for Business Meeting Attendance**, granting designated individuals the official permission to represent a company at important meetings. It includes a clear template sample that outlines essential elements such as the authorizing party's details, the authorized person's identification, the scope of authorization, meeting specifics, and validity period, ensuring smooth and professional delegation of responsibilities while maintaining organizational accountability.

Template

[Your Company Letterhead]
[Date]
To Whom It May Concern,
Subject: Letter of Authorization for Business Meeting Attendance
I, [Authorizing Person's Full Name], [Authorizing Person's Position] at [Company Name], hereby authorize [Authorized Person's Full Name], holding the position of [Authorized Person's Position] at [Company Name], to represent [Company Name] at the [Meeting Name/Subject: [Specify the business meeting]]
Meeting Date(s): [Start Date] to [End Date]
Venue: [Meeting Address/Location]
Scope of Authorization:
- Attend the business meeting on behalf of [Company Name]
- Participate in discussions and negotiations as required
- Sign meeting documents or agreements within the defined parameters, if necessary (Specify any limitations, if applicable)
This authorization is valid from [Start Date] to [End Date], unless otherwise revoked in writing by the undersigned.
Please provide the necessary support and cooperation to our authorized representative.
Thank you.
Sincerely,
[Signature]
[Printed Name]
[Position]
[Company Name]
[Contact Details]
[Company Stamp/Seal if applicable]

Sample Letter

ABC Corporation
123 Commerce Avenue, Cityville, Country
Phone: (555) 123-4567 | Email: contact@abccorp.com
Date: June 20, 2024
To Whom It May Concern,
Subject: Letter of Authorization for Business Meeting Attendance
I, Jane Smith, Chief Operating Officer at ABC Corporation, hereby authorize John Doe, Senior Business Analyst, with ID Number A1234567, to represent ABC Corporation at the Annual Industry Strategy Meeting 2024
Meeting Date(s): July 2, 2024
Venue: Convention Hall, 789 Business Parkway, Cityville
Scope of Authorization:
- Attend the above-mentioned meeting on behalf of ABC Corporation
- Participate in all relevant discussions and negotiations
- Sign non-binding documents related to meeting proceedings
This authorization is valid for July 2, 2024, unless otherwise revoked in writing.
Please extend your cooperation to our authorized representative.
Thank you.
Sincerely,
[Signed]
Jane Smith
Chief Operating Officer
ABC Corporation
Phone: (555) 123-4567
[Company Stamp]