



Date: [Select Date]

Dear [Name],

This letter is a letter authorizing [name(s)] to represent me in the upcoming monthly company meeting.

I shall be out of the country then and will be unable to join you. However, [name] has been adequately informed of all the important things which I wish to bring up in the meeting.

Thank you for your understanding.

Sincerely,

[Full Name - Signature]

[Contact Details]

[Company Details]

(WikiHow Sample)