

# Letter of Authorization to Represent

*[Senders Name]*

*[Address line]*

*[State, ZIP Code]*

[Letter Date]

*[Recipients Name]*

*[Address line]*

*[State, ZIP Code]*

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

This letter is a letter authorizing Mr. David F. Jones 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, Mr. Jones has been adequately informed of all of the important things which I wish to bring up in the meeting.

Thank you for your understanding.

Sincerely,

[Senders Name]