|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **Authority Letter**  Letter to Represent | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Authorization Letter to Represent  Dear Ms. Williams,  I hope this letter finds you well. I am writing to formally authorize Ms. Emily Johnson, who holds the position of Senior Business Manager at Smith Consulting Services, to act as my authorized representative for business dealings, contract signings, and attending meetings on my behalf.  Due to my upcoming overseas business trip, I may not be readily available to personally attend to various matters related to the ongoing collaboration between our companies. Therefore, I have entrusted Ms. Emily Johnson with the authority to make decisions, negotiate terms, sign contracts, and participate in meetings, conferences, and other relevant events pertaining to our joint project aimed at expanding our market reach.  I hereby grant Ms. Emily Johnson the necessary power and authority to represent me and make legally binding decisions on my behalf. This authorization is effective immediately and will remain in force until further notice. Any agreements, contracts, or commitments entered by Ms. Emily Johnson within the scope of this authorization shall be deemed as though they were made by me personally.  I kindly request that you treat Ms. Emily Johnson as if she were representing me directly in all matters specified above. Please provide her with any relevant information, documentation, or assistance necessary to fulfill her role effectively.  Should you have any questions, concerns, or require further clarification, please feel free to contact me directly at 555-123-4567 or john.smith@example.com.  Thank you for your attention to this matter. I am confident that Ms. Emily Johnson will execute her responsibilities diligently and professionally.  Sincerely,  John Smith | |  | |