|  |  |
| --- | --- |
| **Authority Letter** | [Email] |
| Represent in Business Transactions | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Represent in Business Transactions

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally authorize [Representative's Full Name], who holds the position of [Representative's Title] at [Representative's Company Name], to act as my authorized representative for business dealings, contract signings, and attending meetings on my behalf.

Due to my [upcoming travel/health reasons/other commitments], I may not be readily available to personally attend to various matters related to [specific business deals, projects, or collaborations]. Therefore, I have entrusted [Representative's Full Name] with the authority to make decisions, negotiate terms, sign contracts, and participate in meetings, conferences, and other relevant events pertaining to [specify the scope of representation, e.g., "our ongoing partnership with XYZ Company" or "the launch of our new product line"].

I hereby grant [Representative's Full Name] 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 into by [Representative's Full Name] within the scope of this authorization shall be deemed as though they were made by me personally.

I kindly request that you treat [Representative's Full Name] as if they were representing me directly in all matters specified above. Please provide [his/her/their] with any relevant information, documentation, or assistance necessary to fulfill [his/her/their] role effectively.

Should you have any questions, concerns, or require further clarification, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I am confident that [Representative's Full Name] will execute [his/her/their] responsibilities diligently and professionally.

Sincerely,

[Your Full Name]
[Your Signature - if sending a physical letter]