### horizontal line**Business Proxy Letter**

**[Your Name/Company Name]**[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

**[Date]**

**To Whom It May Concern,**

**Subject: Business Proxy Authorization**

I, **[Your Full Name/Company Representative’s Name]**, representing **[Your Company Name]**, hereby appoint **[Proxy’s Full Name]**, with [ID/Passport Number: [Proxy’s ID/Passport Number]], to act as my proxy in conducting **[specific business matters]** on behalf of **[Company Name]**.

The proxy has full authority to sign documents, attend meetings, and make decisions related to **[specific business area or activity]** from **[start date]** to **[end date]**.

**Details of Authorization:**

* **Authorized Action:** Representing the company in **[specific business matters]**.
* **Reason for Proxy:** [Brief reason, e.g., official business trip].
* **Duration:** [Validity period of the authorization].

Please contact me at [Your Contact Information] for any necessary clarifications.

**Sincerely,**

[Your Signature]  
[Your Full Name/Position]