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# Company Proxy Letter

**[Your Name/Company Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

**[Date]**

**To Whom It May Concern,**

**Subject: Company Proxy Authorization**

I, **[Your Full Name/Company Representative's Name]**, representing **[Your Company Name]**, hereby authorize **[Proxy's Full Name]**, residing at **[Proxy's Address]**, to act on my behalf in representing **[Company Name]** in matters related to **[specific corporate activity]**. This includes attending meetings, signing agreements, or managing corporate affairs.

This authorization is effective from **[start date]** to **[end date]**.

**Details of Authorization:**

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

Please reach out to me at [Your Contact Information] if additional information is needed.

**Sincerely,**

[Your Signature]

[Your Full Name/Position]