
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]