
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]