**Authorisation letter for someone to act on your behalf**

Recipients address (if known)

Your address and contact details

Objective – (Only one sentence)

To whom it may concern,

Please be informed that (insert name of person) is authorised to act on my behalf regarding the meeting that is taking place on (insert date) as I am unable to attend as I am out of town.

(Insert name) will discuss all aspects of (insert topic name) and will answer any questions you have.

Please accept my sincere apologies and I hope to follow this up with you later in the month.

Kind regards,

Print full name

(Sign and date)