

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Authorization Letter for Proxy Voting

Dear [Recipient Name],

I, [Your Name], hereby authorize [Proxy's Name] to act on my behalf in attending and voting at the [Name of the Meeting] scheduled for [Date of Meeting] on behalf of [Your Company/Organization Name] as my proxy.

I grant [Proxy's Name] the authority to vote on my behalf in accordance with the instructions provided to them.

Should you have any questions regarding this authorization, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]