# Authorization Letter Template

[Date]

[Recipient Name]

[Address Line 1]

[Address Line 2]

[State, Zip Code]

[Subject: BOLD, Summarizes the purpose or writing the letter – Optional]  
**Making My Daughter Miss.ABC in charge of my office in my absence.**

**To Whom It May Concern:**

This is to authorize my daughter, Miss ABC to stand in my behalf at the monthly company meting to discuss various developments in the recent projects. She is also to be presented the various status reports by concerned departments, and she is to make the necessary arrangements as she sees fit.

Signed by:

Mr. ABC XYZ

[Signature]

[Contact]

Cc: