***[Senders Name]*** *[Address line]  
[State, ZIP Code]*

[Letter Date]

*[Recipients Name]  
[Address line]  
[State, ZIP Code]*

[Subject: Normally bold, summarizes the intention of the letter]

Please be informed that **[Name]** is authorized to act on my behalf regarding the meeting that is taking place on [address, date] as I am unable to attend because **[reason]**.

**[Name]** will discuss all aspects of the [meeting topics] and will answer any questions you have.

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

Kind Regards,

(remember to put in the signature)

Sincerely,   
  
[Senders Name]  
[Senders Title]