

Template Letter of Authorisation

This template letter can be used by a company to authorise someone to appear at the mediation meeting on its behalf.

Please note that DMCC requires authorisation from either an owner or director of the company for someone else to attend the meeting on the company's behalf.

Dear DMCC Disputes Centre,

I hereby authorise [NAME] to appear on behalf of [INSERT NAME OF COMPANY] at the mediation meeting which is due to take place on [DATE] (**Mediation Meeting**). I further authorise [NAME] to attend the Mediation Meeting, conduct negotiations, and settle the dispute on behalf of [INSERT NAME OF COMPANY].

Sincerely,

[NAME]