

# Template Letter of Authorisation

This template letter can be used by either the company or the employee to authorise someone to appear at the mediation meeting on their 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 my behalf 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 OR NAME OF EMPLOYEE].

Sincerely,

[NAME]