

Template for Temporary Proxy Letter

[Place on Letter Head]

[Date]

Ms. Pamela Thompson
Director of Community Development
Brunswick Area Transportation Study (BATS)
Harold Pate Building
1725 Reynolds Street
Brunswick Ga, 31520

Subject: Temporary Proxy Assignment for the Brunswick Area Transportation Study, [Technical Coordinating Committee / Policy Committee]

With reference to the Brunswick Area Transportation Study (BATS) Committee meeting scheduled for [Date at Time], [Organization] will be represented by [Name and title of temporary proxy]. The assigned Proxy is authorized to speak and vote on behalf of [Organization] for the duration of the meeting.

Sincerely,

[Name]

[Title]

[Signature]