

# Authorization for Press Behind-the-Scenes Tour

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

This letter serves to formally authorize [Press Member's Name] from [Press Organization/Publication Name] to participate in a behind-the-scenes tour of [Your Organization/Location] on [Date of Tour]. This exclusive access is granted to provide insights and coverage of our operations and initiatives.

We request everyone involved to extend their full cooperation to [Press Member's Name] for this purpose. If there are any questions or additional clarifications needed, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention and support in facilitating this experience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization]