

Client Agent Authorization for Travel Arrangements

Date: [Insert Date]

To Whom It May Concern,

I, [Client's Full Name], residing at [Client's Address], hereby authorize [Agent's Full Name], representing [Agent's Agency/Company Name], to act on my behalf in making all necessary travel arrangements. This includes, but is not limited to, flight bookings, hotel accommodations, transportation, and other related services for my upcoming trip.

Destination: [Insert Destination]

Travel Dates: [Insert Travel Dates]

I understand that all arrangements made by my authorized agent are at my own risk and responsibility. I also grant permission to [Agent's Agency/Company Name] to communicate with any service providers as needed to facilitate this process.

Thank you for your attention to this matter. Should you require any further confirmation or information, please do not hesitate to contact me at [Client's Phone Number] or [Client's Email Address].

Sincerely,

[Client's Signature]

[Client's Printed Name]