

Authorization Letter for Public Speaking

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

To Whom It May Concern,

This letter serves to authorize [Speaker's Name], [Speaker's Position] at [Organization Name], to speak on behalf of our organization during [Event/Conference Name] which will take place on [Date] at [Location].

[Speaker's Name] has the authority to represent our views and engage in discussions relevant to our mission and objectives.

We trust that [Speaker's Name] will perform this responsibility with professionalism and integrity.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Organization Name]