

Public Speaking Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], representing [Your Organization/Institution], hereby authorize [Speaker's Full Name] to speak on our behalf at [Event Name] scheduled for [Event Date] at [Event Location].

[Speaker's Full Name] is qualified to speak on [brief description of topics] and will bring valuable insights to the attendees.

Please feel free to contact me at [Your Phone Number] or [Your Email] for any further information.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Organization/Institution]