

Event Entry Authorization for Contractors

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

This letter serves as an authorization for you and your team to enter the premises located at [Event Location] for the purpose of [Event Purpose] on [Event Date]. The authorized personnel include:

- [Name 1]
- [Name 2]
- [Name 3]

Please ensure that all safety and security protocols are followed during your time on site. If you have any questions or require additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]