

Event Entry Authorization

Date: _____

To Whom It May Concern,

This letter serves as an authorization for the following staff member to attend the upcoming event:

Employee Name: _____

Employee Position: _____

Event Name: _____

Event Date: _____

Event Location: _____

We authorize the above-mentioned employee to represent our company at the event and participate in all related activities.

If you have any questions or require further information, please feel free to contact us at:

Company Name: _____

Contact Person: _____

Contact Number: _____

Thank you for your attention.

Sincerely,

Authorized Signature: _____

Name: _____

Position: _____

Company Name: _____