

Event Entry Authorization for External Guests

Date: [Insert Date]

To Whom It May Concern,

This letter serves as an official authorization for entry to our upcoming event, **[Event Name]**, scheduled for **[Event Date]** at **[Event Location]**.

The following individuals are granted permission to enter the venue:

- Name: [Guest Name 1] - [Designation/Company]
- Name: [Guest Name 2] - [Designation/Company]
- Name: [Guest Name 3] - [Designation/Company]

Please ensure that the individuals listed above are granted all necessary access to facilitate their participation in the event.

If you have any questions or require further information, please do not hesitate to contact me at **[Your Contact Information]**.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]