

Event Entry Authorization

Date: [Insert Date]

To Whom It May Concern,

This letter serves to authorize the entry of the following volunteer(s) to [Event Name] taking place on [Event Date] at [Event Location].

Volunteer Details:

- Name: [Volunteer Name]
- Email: [Volunteer Email]
- Phone: [Volunteer Phone]

The authorized volunteer(s) is/are expected to assist with the following tasks:

- [Task 1]
- [Task 2]
- [Task 3]

Please provide them with the necessary access and support to ensure the smooth execution of the event.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]