

# Authorization Letter for Attendance at Promotional Gatherings

Date: \_\_\_\_\_

To Whom It May Concern,

I, [Your Name], the [Your Position] at [Your Company], hereby authorize [Employee's Name] to attend the promotional gathering organized by [Organizer's Name] on [Date of Event] at [Location].

This authorization grants [Employee's Name] the ability to represent our company during the event and participate in all related activities.

Please extend all necessary support to [Employee's Name] during the event.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Position]  
[Your Company]  
[Contact Information]