

Event Participation Authorization

Date: [Insert Date]

To Whom It May Concern,

This letter serves to authorize [Participant's Name] from [Organization Name] to participate in [Event Name] scheduled for [Event Date]. [He/She/They] will be representing our organization for promotional activities.

We trust that [Participant's Name] will act in accordance with our values and contribute positively to the event.

If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[Contact Information]