

Prize Acceptance Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Name of Authorized Person] to accept the Leadership Award on my behalf. Due to [reason for not attending, if applicable], I am unable to attend the ceremony scheduled on [date of ceremony].

Please find my signature below as a confirmation of this authorization.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

Signature: _____