

# Prize Acceptance Authorization

Date: [Insert Date]

To Whom It May Concern,

I, [Your Full Name], of [Your Address], hereby authorize [Name of Authorized Person] to accept the prize on my behalf for the achievement in [Specific Sport/Event] which took place on [Event Date].

I am unable to attend the event due to [Reason for Absence], and I trust that [Authorized Person's Name] will represent me in this matter.

Thank you for your understanding.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Contact Information]