

# Authorization Letter

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I, [Your Name], [Your Position] of [Your Company/Department], am writing to formally authorize the participation of our team in the upcoming bonding activity scheduled for [Date of Activity]. This initiative is intended to enhance teamwork, improve communication, and foster a positive working environment.

Details of the activity are as follows:

- **Activity Name:** [Name of Activity]
- **Date:** [Date]
- **Time:** [Start Time - End Time]
- **Location:** [Venue/Location]
- **Participants:** [Team Members' Names]

We appreciate your support in granting permission for our team to engage in this activity. We believe this will contribute positively to our productivity and morale.

Thank you for considering our request. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]