

Authorization Letter for Retrieving Conference Resources

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the undersigned, hereby authorize [Authorized Person's Name] to act on my behalf to retrieve all necessary resources related to the [Conference Name] held on [Conference Dates].

This authorization includes, but is not limited to, conference materials, recordings, and any additional resources provided during the event.

Please allow [Authorized Person's Name] to access these materials without any hindrances.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]