

Authorization Letter for Volunteer Facilities Access

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the [Your Position] of [Organization Name], hereby authorize [Volunteer's Name] to access facilities located at [Facility Address] from [Start Date] to [End Date] for the purpose of [Brief Description of Volunteer Activity].

This authorization grants the volunteer permission to utilize the following areas:

- [Area 1]
- [Area 2]
- [Area 3]

Please provide all necessary assistance to [Volunteer's Name] during their service.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]