

# Letter of Authorization for Event Visual Displays

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the undersigned, hereby authorize [Authorized Person/Organization Name] to set up and manage visual displays for the event titled "[Event Name]" taking place on [Event Date] at [Event Location].

This authorization allows [Authorized Person/Organization Name] to use banners, posters, digital displays, and any other visual materials related to the event for the purpose of easy identification and promotion of [Event Name].

For any inquiries, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization Name]  
[Your Address]