

Authorization Request for Marketing Displays

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request authorization for the marketing displays we intend to set up at the upcoming [Event Name] scheduled for [Event Date]. Our objective is to promote [brief description of products/services] to attendees and enhance our brand visibility.

We plan to have the following displays:

- [Display Item 1]
- [Display Item 2]
- [Display Item 3]

Please provide your approval for this request at your earliest convenience. Let us know if there are any specific guidelines or restrictions we should follow during the event.

Thank you for your consideration. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]