

# Notification of Event Authorization

Date: [Insert Date]

To: [Group Name/Contact Person]

Dear [Recipient's Name],

We are pleased to inform you that your request for authorization to hold the event titled "[Event Title]" has been approved. The details of the event are as follows:

- **Date:** [Event Date]
- **Time:** [Event Time]
- **Location:** [Event Location]
- **Expected Attendance:** [Number of Attendees]

Please ensure that all necessary arrangements are made in compliance with the university's guidelines and policies. We encourage you to promote a positive and inclusive environment during the event.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Best regards,

[Your Name]

[Your Title]

[Your Department]

[University Name]

[Contact Information]