

Authorization Letter for Family Visits

Date: _____

To Whom It May Concern,

I, [Your Name], hereby authorize the visit of my family member(s) to [Name of Institution or Location] on [Date(s) of Visit(s)]. The family member(s) permitted to visit are:

- [Family Member Name 1]
- [Family Member Name 2]
- [Family Member Name 3]

They will be visiting for the purpose of [State Purpose of Visit]. Please allow them access during the specified time period. Should you need further verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Address]

[Your Phone Number]

[Your Email Address]