

# Authorization Letter

**[Your Name]**  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

Date: [Insert Date]

**[Recipient Name]**  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I, [Your Full Name], hereby authorize [Student's Full Name], a student at [Your Institution Name], to participate in the international exchange study program at [Destination Institution Name]. This letter serves as formal consent for [him/her/them] to engage in studies abroad during the period of [Start Date] to [End Date].

I understand that this program involves various educational and cultural opportunities, and I fully support [his/her/their] participation. I also confirm that I am aware of the logistics and academic requirements as outlined by [Your Institution Name] and [Destination Institution Name].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or verification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position (if applicable)]