

Authorization Letter for International Conference Participation

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the [Your Position] of [Your Organization], hereby authorize [Participant's Name] to represent our organization at the [Conference Name], scheduled to be held on [Conference Dates] in [Location].

[Participant's Name] is permitted to engage in all activities associated with the conference, including attending workshops, seminars, and networking events. This participation aligns with our organizational goals and objectives.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Organization Address]
[Your Phone Number]
[Your Email Address]