

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Participant's Name] to participate in [Event Name] held on [Event Date] at [Event Location]. This authorization allows [Participant's Name] to represent [Your Organization] and engage in all scheduled activities related to the event.

Please extend any necessary assistance to [Participant's Name] in order to facilitate their participation.

Thank you for your cooperation.

Sincerely,

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