

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Authorization Letter for Public Event

Dear [Recipient's Name],

We, [Your Organization's Name], hereby authorize [Authorized Individual's Name] to act on our behalf regarding the organization and management of the upcoming public event titled "[Event Name]," scheduled for [Event Date] at [Event Venue].

This authorization includes the following responsibilities:

1. Coordination with vendors and suppliers.
2. Promotion and marketing of the event.
3. Managing event logistics and attendee registration.
4. Ensuring compliance with local regulations and permits.

We trust that [Authorized Individual's Name] will execute these responsibilities with the utmost professionalism. Should you have any questions, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]

[Optional: Organization's Seal/Signature]