

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to verify that [Employee's Name], holding the position of [Employee's Position] at [Your Organization's Name], has been authorized to travel for [specific purpose of travel] from [start date] to [end date].

During this period, [he/she/they] will be representing [Your Organization's Name] and is entitled to make decisions and incur expenses on behalf of our organization relevant to this travel.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]