Sample Authorization to Host an Event

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Event Organizer's Name] to host the event [Event Name] on [Event Date] at [Event Venue].

I grant permission for [Event Organizer's Name] to make arrangements, coordinate logistics, and carry out all necessary activities for the successful execution of the event.

Please consider this letter as my formal authorization for hosting the event.

Sincerely,

[Your Signature]

[Your Printed Name]