

Sample Authorization to Attend an Event

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to attend the event [Event Name] scheduled to take place on [Event Date] at [Event Venue].

I grant permission for [Authorized Person's Name] to represent me and participate in all activities associated with the event.

Please consider this letter as my formal authorization to attend the event.

Sincerely,

[Your Signature]

[Your Printed Name]

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