

Delegating authority for official travel

Subject: Delegation of Travel Responsibility

Dear [Recipient's Name],

I authorize [Delegate's Full Name] to travel on behalf of [Company/Organization Name] for the purpose of attending [Event or Meeting Name] in [City/Country] from [Start Date] to [End Date]. The delegate is empowered to make necessary arrangements and represent our organization in all official matters during the trip.

Please provide full support and coordination as required.

Best regards,

[Your Name]

[Your Position]

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