

Professional Event Authorization Request

Subject: Authorization Required for [Event Title] - [Date]

Dear [Manager/Department Head],

I am requesting formal authorization to proceed with organizing [event name] scheduled for [date and time] at [venue/location].

This [type of event] aims to [business objective/purpose] and aligns with our [relevant company goals/initiatives]. The estimated budget is [amount] with expected attendance of [number] participants.

Key deliverables include:

- [Specific outcome 1]
- [Specific outcome 2]
- [Specific outcome 3]

I have attached the detailed proposal, timeline, and budget breakdown for your review. Your approval will enable us to begin vendor coordination and participant outreach.

I am available to discuss any questions or modifications you may suggest.

Best regards,

[Your Name]

[Your Title]

[Department]

[Contact Details]

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