

Visit Authorization Letter

Dear [Name of Authority],

I, [Your Name], hereby authorize [Name of the person who will be visiting] to visit [Name of the place to be visited] on my behalf. [He/She] will be visiting the said place on [Date of the visit] for the purpose of [Reason for the visit].

As [Reason for the visit] is important, I hereby request that [Name of the person who will be visiting] be granted access to the premises without any hindrance or delay. [He/She] will comply with all the rules and regulations of the place during [his/her] visit.

Enclosed herewith is a copy of [Name of the document that proves your identity and authorization], which proves my identity and authorization.

Please do not hesitate to contact me if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]