

Authorization for work-related visit

Subject: Authorization for Official Visit

Dear [Recipient Name],

This is to authorize [Employee Name] from [Organization Name] to visit [Location] on [Date(s)] to conduct [Purpose/Activity].

Kindly provide them the necessary access and support during their visit.

Thank you,

[Your Name & Position]

Get more templates here: <https://www.lettersandtemplates.com/letters/visit-authorization-letter>