

Organization/Company Name
Organization Address
City, State, ZIP

Date: _____

Delegation Authorization Letter for Official Business Travel

To Whom It May Concern,

This is to certify that the following individual has been officially delegated and authorized to travel on behalf of
_____ (Department/Section), for official business as stated below:

Employee Name:

Employee Position:

Employee ID/Number:

Purpose of Travel:

Destination:

Travel Period:

The above-mentioned employee is authorized to represent _____ during the indicated official business trip. All arrangements and necessary assistance are kindly requested to be extended.

Should you require further information, please feel free to contact our office.

Sincerely,

Name & Position of Authorizing Officer
Department