

Company/Organization Letterhead

Date

Port of San Diego
Tidelands Activation Program FY21

RE: Authorization Letter for **Event Name and Event Date**

To Whom It May Concern,

This letter is meant to inform the Port of San Diego that **First Last Name, Company Name and title**, is given authority to sign for matters dealing with the Port of San Diego and the **Event Name**, taking place on **date(s)** at **venue name in city name**.

This letter states the above coordinator of **event** has my permission, as the **title** of the **organization name**, to conduct business as needed to ensure all matters of the event are held compliant to Port requirements, including signing necessary and appropriate documents for production of the event.

I, **First Last Name**, authorize **First Last Name**, **organization** agent, as described above.

Sincerely,

Signature

Name
Title
Organization Name
Address
City, State Zip
Email
Phone Number

SAMPLE