

(Specimen format for Authority letter)

1. I Shri/Smt ----- having membership No. ----- request to consider my guest Mr/Mrs ----- aged -----years to use the -----**(Name of facility)** from ----- to ----- (Date) ----- days.

2. The guest will follows all the rules and would adhere to the club protocols. I will be responsible for the conduct of my guest.

3. The charges may please be levied in my monthly bills.

Date -----

(Signature of Member)

(Membership No -----)

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