

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Position/Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Authorization Letter for Access

Dear [Recipient Name],

I, [Your Name], am writing to formally authorize [Authorized Person's Name] to access [specific information/system/building] on my behalf.

Details of the authorized individual:

- Name: [Authorized Person's Name]
- Relation: [Relationship to You]
- Identification: [ID Type and Number]

This authorization is valid from [Start Date] to [End Date]. Please allow [Authorized Person's Name] the necessary access as specified.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position/Title, if applicable]