

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

[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Login Authorization Letter

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to access my account on [Platform/Website Name] for the purpose of [specific reason for access].

Details of the Account:

- Account Holder Name: [Your Name]
- Account Number/ID: [Your Account Number/ID]
- Platform/Website Name: [Platform/Website]

[Authorized Person's Name] will be responsible for all activities conducted under my account during this authorization period, which is from [Start Date] to [End Date].

Please allow them to log in using my credentials and assist them as necessary.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]