

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

Globe Telecom

[Globe Telecom Address]  
[City, State, Zip Code]

Subject: Authorization Letter for Account Access

Dear Globe Telecom Customer Service,

I, [Your Name], am writing to formally authorize [Authorized Person's Name] to access my Globe Telecom account, which is registered under the name [Your Name] with the account number [Your Account Number].

This authorization allows [Authorized Person's Name] to inquire about account information, make changes, and handle any necessary transactions on my behalf.

Please provide [Authorized Person's Name] with the assistance they require during this process. Should you have any questions or require further verification, you may contact me using the information provided above.

Thank you for your attention to this matter.

Sincerely,

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