

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

Customer Service Department
Globe Telecom

[Company's Address]
[City, State, ZIP Code]

Subject: Authorization Letter for Billing Inquiries

To Whom It May Concern,

I, [Your Full Name], am writing to authorize [Authorized Person's Full Name] to inquire about my billing details on my behalf. My Globe Telecom account number is [Your Account Number].

[Authorized Person's Full Name] can be reached at [Authorized Person's Phone Number] and [Authorized Person's Email Address].

This authorization is valid until [Expiration Date].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]