

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

[IT Support Team/Recipient Name]  
[Company Name/IT Support Department]  
[Company Address]  
[City, State, Zip Code]

Dear [IT Support Team/Recipient Name],

Subject: Authorization for IT Support Access

I hope this message finds you well. I am writing to formally authorize  
[Name of the individual or team needing access] to receive IT support and  
access relevant systems on my behalf.

Details of the authorization are as follows:

- Name: [Full Name]
- Position: [Job Title]
- Email Address: [Email Address]
- Phone Number: [Phone Number]

This authorization allows [him/her/them] to:

- [Specify the systems or resources they can access]

Please provide any necessary support and assistance as required. This  
authorization will remain in effect until [end date or specify if it is  
indefinite].

Thank you for your attention to this matter.

Best Regards,

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