

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

Customer Service Department
Kenya Power and Lighting Company (KPLC)
[Office Address]
[City, State, Zip Code]

Subject: Authorization Letter

To Whom It May Concern,

I, [Your Full Name], am writing to authorize [Authorized Person's Full Name] to act on my behalf in matters related to my KPLC account. My account number is [Your KPLC Account Number].

[Authorized Person's Name] is permitted to perform the following actions:

- [List specific actions (e.g., inquiry about the account, payment processing, etc.)]

This authorization is valid from [Start Date] to [End Date]. I confirm that [Authorized Person's Name] will provide identification upon request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]