[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Letter of Authorization for NTFS Access
Dear [Recipient Name],
I am writing to formally authorize [Authorized User's Name] to access the NTFS files and directories on [specific server or location]. This authorization is effective immediately and will remain in effect until further notice.
Details of Access:
- Authorized User: [Authorized User's Name]
- Access Level: [Read/Write/Modify]
- Specific Directories: [List directories or files]
Please ensure that [Authorized User's Name] is granted appropriate permissions to perform their duties effectively. If you require any further information or have questions, please do not hesitate to contact me.
Thank you for your prompt attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company/Organization Name]