

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

Ooma Customer Service

[Ooma's Address]
[City, State, Zip Code]

Subject: Letter of Authorization for Account Changes

Dear Ooma Customer Service,

I, [Your Name], hereby authorize [Authorized Person's Name] to make changes on my behalf to my Ooma account with the account number [Your Account Number].

These changes may include, but are not limited to:

- Updating billing information
- Modifying service plans
- Adding or removing features

I understand that [Authorized Person's Name] will have access to my account details necessary to process these changes. This authorization is valid from [Start Date] until [End Date] or until I provide a written notice of cancellation.

Should you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

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