

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Letter of Authorization for QuickBooks Online Account Access

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to access my QuickBooks Online (QBO) account on my behalf. The details of my QBO account are as follows:

- Account Name: [Your QBO Account Name]
- Email Address associated with QBO Account: [Your QBO Email Address]

This authorization allows [Authorized Person's Name] to perform the following actions within my QBO account:

1. [Action 1]
2. [Action 2]
3. [Action 3]

This authorization is effective as of [Start Date], and will remain in effect until [End Date or "further notice"].

I understand that by granting this access, [Authorized Person's Name] may be able to view sensitive financial information associated with my QBO account.

Sincerely,

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