

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Letter of Authorization for SQL Query Execution

Dear [Recipient Name],

I, [Your Full Name], [Your Title] at [Your Company Name], hereby authorize [Authorized Person's Name] to execute SQL queries on our database for the purpose of [specific purpose or task].

This authorization is valid from [start date] to [end date]. The authorized individual will have access to the necessary database and will ensure that all actions comply with our data management policies.

Please facilitate the required access and coordination for [Authorized Person's Name] to perform these tasks.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]

[Your Contact Information]