

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Letter of Authorization for VNC Viewer Access

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to access my computer system using VNC Viewer. This authorization allows [him/her/them] to [briefly describe the purpose of the access, e.g., perform maintenance, troubleshoot issues, etc.].

The details for the access are as follows:

- IP Address: [IP Address]
- Access Credentials: [Username and/or Password]
- Duration of Access: [Specify dates or duration]

Please ensure that this access is limited to the specified purpose and that all actions taken are in accordance with [any relevant policies or guidelines].

Thank you for your cooperation.

Sincerely,

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