

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

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

Subject: Letter of Authorization for Xtra.co.nz Usage

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to access and use my account on Xtra.co.nz for [specific purposes, e.g., billing inquiries, account management, etc.].

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

Please provide [Authorized Person's Name] with the necessary access to fulfill these duties.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number (if applicable)]