

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

[Recipient Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Authorization for VNC Server Access

Dear [Recipient Name],

I, [Your Full Name], hereby authorize [Authorized User's Full Name] to access the VNC server located at [Server Address or IP]. This authorization is valid from [Start Date] to [End Date].

[Authorized User's Full Name] is permitted to perform the following actions:

- [List specific actions or permissions granted]

This authorization is granted under the condition that [Authorized User's Full Name] will adhere to all security protocols and guidelines established by [Your Organization/Company Name].

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title]

[Your Company/Organization Name]