

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

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Authorization Letter for Property Access

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name], who is my [relation, e.g., friend, family member, agent], to access my property located at [Property Address] for the purposes of [specific purposes, e.g., inspection, maintenance, showing, etc.].

This authorization is valid from [start date] to [end date].

Should you require any additional information or verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]