

[Your Name]
[Your Job Title]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally authorize [Employee's Name] to access [specific credentials, areas, or systems] on behalf of [Your Company/Organization Name]. This authorization is effective from [Start Date] to [End Date or "until further notice"].

Details of Authorized Personnel:

- Name: [Employee's Name]
- Job Title: [Employee's Job Title]
- Department: [Employee's Department]

This authorization provides [Employee's Name] with the necessary credentials to perform their designated duties effectively. Please ensure that all relevant access is granted to them as outlined above.

Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company/Organization Name]