

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Authorization as Service Provider

We are pleased to inform you that [Your Company Name] has been authorized to provide services as an authorized service provider for [specific services or products].

This authorization is effective from [start date] until [end date] and allows us to [briefly describe the scope of services], ensuring that our clients receive the highest quality of support and service.

Please find attached the relevant documents verifying our authorization.

Thank you for your cooperation. Should you have any questions, feel free to contact us at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]