

Telecom Access Authorization Request

Date: [Insert Date]

To: [Telecom Company Name]

Address: [Telecom Company Address]

Subject: Request for Access Authorization for New Service Installation

Dear [Recipient's Name],

I am writing to formally request authorization for access to [Specify Location] to facilitate the installation of new telecom services. We have recently decided to upgrade our telecom infrastructure and require the necessary access for installation.

Details of the Service Installation:

- Service Type: [Specify Service, e.g., Internet, Phone]
- Installation Date: [Proposed Installation Date]
- Point of Contact: [Your Name, Phone Number, Email]

We request that you grant access on the specified date to ensure our service provider can proceed without delays. Please let us know if any further information or formal agreements are needed to process this request.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]