

Authorization Letter for Adjustments in Telecom Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

This letter serves as official authorization for [Your Company Name] to make necessary adjustments to our existing telecom agreement with [Telecom Company Name], account number [Account Number].

Authorized personnel associated with this adjustment includes:

- Name: [Authorized Person's Name]
- Title: [Authorized Person's Title]
- Contact Information: [Authorized Person's Contact Info]

We are requesting the following adjustments:

1. [Detail of Adjustment 1]
2. [Detail of Adjustment 2]
3. [Detail of Adjustment 3]

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me at [Your Contact Information].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]