

Authorization Letter for Utilities Services Contract Changes

Date: [Insert Date]

To,

[Utility Company Name]

[Utility Company Address]

Subject: Authorization for Changes in Utilities Services Contract

Dear [Utility Company Contact Name],

I, [Your Name], the undersigned, am writing to authorize changes to the utilities services contract associated with account number [Account Number].

The following changes are to be made:

- [Detail the specific change 1]
- [Detail the specific change 2]
- [Detail any additional changes]

I hereby grant permission for [Authorized Person's Name] to act on my behalf to finalize these changes. Please find their details below:

Name: [Authorized Person's Name]

Contact Number: [Authorized Person's Contact Number]

Relationship: [Relationship to You]

Thank you for your immediate attention to this matter. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Address]