

Tax Document Access Authorization

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To Whom It May Concern,

This letter serves as formal authorization for [Authorized Person's Name], holding the position of [Position of Authorized Person] at [Business Name], to access and obtain all tax documents and information pertaining to our business.

Business Entity Details:

Business Name: [Your Business Name]

Tax Identification Number: [Your TIN]

This authorization is effective as of [Effective Date] and shall remain in effect until [End Date or "revoked in writing"].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Position]