

Utility Account Management Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Full Name], residing at [Your Address], hereby authorize [Authorized Person's Full Name], residing at [Authorized Person's Address], to act on my behalf in all matters relating to my utility account with [Utility Company Name], account number [Account Number].

This authorization includes the right to receive information, make inquiries, and manage all aspects of my utility account as I would personally handle them.

This authorization is valid until [Insert Expiration Date] or until revoked in writing by me.

Please find my signature below as acknowledgment of this authorization:

[Your Signature]
[Your Printed Name]

Contact Information:

Phone: [Your Phone Number]

Email: [Your Email Address]

Thank you for your attention to this matter.

Sincerely,

[Your Printed Name]