

Authorization Letter for Access to Confidential Digital Files

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the [Your Position/Title] of [Your Organization], hereby authorize [Authorized Person's Name], [Their Position/Title] of [Their Organization], to access the confidential digital files related to [Specify the Files/Project Name].

This authorization is granted for the purpose of [Specify Purpose] and shall remain valid until [Specify End Date] or until revoked in writing.

By this letter, I attest that [Authorized Person's Name] is obligated to maintain the confidentiality of these files and to comply with all organizational policies regarding data protection and privacy.

For any queries or further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position/Title]

[Your Organization]