

Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Full Name], residing at [Your Address], hereby authorize [Authorized Person's Name] to access my electronic device(s) including but not limited to [List of Devices, e.g., smartphone, laptop, tablet] for the purpose of [Specify Purpose, e.g., troubleshooting, data retrieval].

This authorization is valid from [Start Date] to [End Date].

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]