

Design Change Authorization Letter

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Design Change Authorization

Dear [Recipient's Name],

We are writing to formally authorize a change in the design of [Project/Product Name]. After careful consideration, we believe that these changes will enhance the overall quality and performance of the project.

The specifics of the design changes are as follows:

- Change 1: [Description of Change]
- Change 2: [Description of Change]
- Change 3: [Description of Change]

We request that you implement these changes as per our discussion on [Date of Discussion]. Please confirm receipt of this authorization and provide an updated timeline for the revised design.

Thank you for your attention to this matter. We look forward to your swift action on this authorization.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]