

# Authorization for Process Modification

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Name], [Your Title] of [Your Company Name], hereby authorize the modification of the following process: [Describe the process to be modified].

Details of the modification are as follows:

- Current Process: [Briefly describe the current process]
- Proposed Modification: [Briefly describe the proposed modification]
- Reason for Modification: [Explain the reason for the modification]

Please proceed with the necessary changes effective as of [Effective Date]. Should you require any further information or have questions, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]