

Authorization Letter for SLA Terms and Conditions

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]

Subject: Authorization for SLA Terms and Conditions

Dear [Recipient's Name],

We, [Your Company Name], hereby authorize [Authorized Person's Name] to negotiate, finalize, and execute the Service Level Agreement (SLA) terms and conditions on our behalf. This authorization is effective immediately and will remain in effect until further notice.

Please find the details of the authorized representative below:

- Name: [Authorized Person's Name]
- Position: [Authorized Person's Position]
- Contact Information: [Authorized Person's Contact Info]

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]