

Letter of Authorization for Historical Data Access

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], holding the position of [Your Position] at [Your Organization], hereby authorize [Authorized Person's Name] to make inquiries on my behalf regarding access to historical data pertinent to [specific data or project name].

This authorization includes the request of any necessary documents, files, and information related to [specific subject or period]. The purpose of this inquiry is to [state purpose, e.g., conduct research, analysis, compliance, etc.].

I affirm that [Authorized Person's Name] has my full permission to access this data and request any relevant information from your office. Please assist them in this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]