

# Authorization Letter for Equipment Replacement

Date: [Insert Date]

To whom it may concern,

I, [Your Name], the [Your Position] at [Your Company/Organization], hereby authorize the replacement of the following equipment:

- Equipment Description: [Description of Equipment]
- Serial Number: [Serial Number]
- Replacement Reason: [Reason for Replacement]

This authorization is granted to [Authorized Person's Name] to facilitate the replacement process. They are permitted to act on behalf of [Your Company/Organization] regarding this matter.

Should you require any further information, please do not hesitate to contact me directly at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]