

Authorization Letter for Special Audit Access

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the [Your Position] of [Your Company], hereby authorize [Auditor's Name] of [Auditor's Firm], to conduct a special audit of our financial records for the period of [Start Date] to [End Date].

This authorization includes access to all relevant financial documents and records necessary for the audit process.

The purpose of this audit is to [briefly state reason for the audit].

We appreciate your cooperation in providing the necessary support for this audit.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]