Authorization Letter

Date: [Insert Date]

To: [Auditor's Name]

[Auditor's Firm Name]

[Auditor's Address]

[City, State, ZIP Code]

Dear [Auditor's Name],

I, [Your Name], the [Your Position] of [Your Company Name], hereby authorize you to conduct a financial review of our company's financial records for the fiscal year ending [Date]. This authorization includes access to all necessary financial documents and records.

Please confirm receipt of this letter and do not hesitate to reach out to me directly if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]