

# Authorization Confirmation Letter

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to confirm the authorization granted to you for access to [Software Name]. This access is effective from [Start Date] until [End Date/Indefinite] and is subject to the terms outlined in our service agreement.

Please find below the details of the access granted:

- Username: [Username]
- Password: [Password]
- Access Level: [Access Level]

If you have any questions or require additional information, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]