

Network Access Authorization Letter

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Date]

Dear [Recipient's Name],

We are writing to request your authorization for network access required to execute planned system upgrades. The upgrades are essential for enhancing our system's performance and security.

Details of the upgrade process:

- **Upgrade Start Date:** [Start Date]
- **Upgrade End Date:** [End Date]
- **Systems Involved:** [List of systems]
- **Personnel Involved:** [List of personnel]

We assure you that all upgrades will be performed in compliance with our security protocols to prevent any disruptions to existing services.

Please provide your authorization by signing below or responding to this email by [Response Deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]

Signature: _____

Date: _____