

Access Authorization Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Your Organization]

Subject: Confirmation of Access Authorization for Facility Entry

Dear [Recipient's Name],

This letter serves as confirmation of your access authorization to enter the [Facility Name] located at [Facility Address]. Your access has been approved for the following dates:

- Start Date: [Insert Start Date]
- End Date: [Insert End Date]

Please present this authorization letter at the facility entrance along with a valid identification document. Ensure that all safety protocols and facility rules are adhered to during your visit.

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]