

# Authorization Acknowledgment for Data Entry Permissions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves to acknowledge the authorization granted to [Your Name/Your Organization] for the purpose of entering data into [Specify System/Database] as per our agreement dated [Insert Date of Agreement].

We understand the importance of data accuracy and confidentiality and hereby commit to upholding all agreed-upon standards and protocols while handling the data.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your trust in us.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]