

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company/Utility Provider Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to grant permission for [Utility Provider Name] to access my property located at [Property Address] for the purpose of performing necessary utility upgrades on [specific dates or timeframe].

Please ensure that all work is conducted in accordance with safety regulations and with minimal disruption to my property and surroundings.

If there are any issues or further requirements, do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]