

# Authorization Letter

**Date:** [Insert Date]

**To Whom It May Concern,**

I, [Your Name], the [Your Position] of [Your Company/Organization], hereby authorize [Authorized Person's Name] to access the construction site located at [Site Address] for the purpose of [specific purpose, e.g., inspection, evaluation, etc.].

This authorization is valid from [Start Date] to [End Date]. [Authorized Person's Name] is permitted to act on my behalf in all matters related to the aforementioned site during this period.

Please provide them with the necessary access to fulfill their duties.

Thank you for your cooperation.

Sincerely,

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