

Business Service Authorization Letter

Date: [Insert Date]

From:

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

To:

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We hereby authorize [Service Provider's Name] to provide [specific services] on behalf of [Your Company Name]. This authorization is effective from [start date] until [end date] or until further notice.

Please provide them with the necessary support to ensure the smooth execution of the services.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]