

Utility Account Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to formally authorize [Business Partner's Name], of [Business Partner's Company Name], to access and manage the utility account associated with my business.

Utility Account Details:

- Account Name: [Your Business Name]
- Account Number: [Your Account Number]
- Service Address: [Service Address]

[Business Partner's Name] is granted the authority to make inquiries, request changes, and handle any issues related to the utility account on my behalf. This authorization is valid until revoked in writing.

If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[Your Phone Number]
[Your Email Address]