

Customer Account Management Authorization Letter

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I, [Your Name], hereby authorize [Legal Representative's Name] to act as my legal representative in managing my customer account with [Company Name]. This authorization includes, but is not limited to, accessing account information, making changes, and handling inquiries on my behalf.

Please find attached a copy of my identification and a copy of [Legal Representative's Name]'s identification for verification purposes.

This authorization is effective as of [Effective Date] and will remain in effect until [End Date], or until revoked in writing by me.

Thank you for your attention to this matter.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Name]