

# Telecommunication Service Authorization

Date: [Insert Date]

To Whom It May Concern,

This letter serves as authorization for [Employee Name], holding the position of [Position] at [Company Name], to act on behalf of our company regarding telecommunication services.

We authorize [Employee Name] to:

- Access and manage our telecommunication services
- Negotiate and finalize contracts
- Make changes to our account and services

Our business account details are as follows:

Company Name: [Company Name]  
Account Number: [Account Number]  
Contact Number: [Contact Number]

This authorization is effective immediately and will remain in place until further notice.

Should you have any questions, please do not hesitate to contact our office at [Company Contact Number].

Thank you for your attention to this matter.

Sincerely,

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