

Library Account Authorization

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], am writing to authorize [Authorized Person's Name] to access and manage my library account on my behalf. This authorization includes the ability to borrow materials, return items, and manage account details as needed.

Details of my library account are as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]

This authorization is effective as of [Start Date] and will remain in effect until [End Date] or until I provide further written notice.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]