Sample Email Authorization Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to access and manage my email account, [Email Address], for the purpose of [Specify Purpose, e.g., responding to inquiries, managing correspondence], effective from [Start Date] to [End Date], or until further notice.

This authorization includes reading, sending, and responding to emails on my behalf.

Please consider this letter as my formal authorization for email account access.

Sincerely,

[Your Signature]

[Your Printed Name]