Sample Authorization for Data Access

[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 retrieve data from [System/Database Name] for the purpose of [Specify Purpose, e.g., research, analysis], effective from [Start Date] to [End Date], or until further notice.

I grant permission for [Authorized Person's Name] to use the necessary credentials and tools for data access.

Please consider this letter as my formal authorization for data access.

Sincerely,

[Your Signature]

[Your Printed Name]