

Authorization Letter Sample Format:

Brandi M. Moore

4297 Mulberry Avenue
North Little Rock, AR 72114

Dear Dr. Moore

I, John Cane of Landmark Enterprises, hereby authorize David Crosby of Crosby Landscaping to access my businesses private premises on the dates of September 14th, 15th, and 16th of the year 2009 for the purposes of completing a landscaping job.

You are to stay within the fenced in area at the rear of the business, and are not to enter building #3, #4, or #5, as marked out on the floor plan of our business.

When you have completed the job, on or before September 16th at 5pm EST, you are to lock the gate with the provided padlock and rearm the security system.

I would like to thank you for your cooperation!

Sincerely,

John Cane