**Letter of Authority - Template**

**From:**

**[AUTHORIZER NAME]**

**[AUTHORIZER ADDRESS]**

**[AUTHORIZER PHONE NUMBER]**

**To:**

**[RECIEVEE NAME]**

Dear [INSERT RECIEVEE NAME],

I, [AUTHORIZER NAME], hereby authorize [COMPANY NAME], access to [FULL/PARTIAL] data and/or account access within the EDF Supply contract for [CONTRACT HOLDERS COMPANY NAME]

Please refer to the attached supporting document for full details of MPANs, access levels and contacts in relation to this letter of authority.

Should you require any further information from me, I can be reached at [EMAIL ADDRESS].

This authorization is effective from [START DATE] to [END DATE].

Sincerely,

[NAME]

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[SIGNATURE]

[DATE]