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Vendor Authorization Letter

LETTER TO VENDORS FOR AUTHORIZATION

Copy and paste this text onto your letterhead and then modify it to suit each vendor that We will need to work with while We support You.

To Whom It May Concern,

This letter is to inform you that we have contracted JP Technical to manage our IT and Technology needs.

To be able to do this effectively, JP Technical needs to be able to support and manage all of our technology suppliers on our behalf.

As such, this letter authorizes anyone from the team at JP Technical to access and modify all aspects of our account and all the products and services that we have with effective immediately.

This authorization is valid until we give you written notice otherwise.
Should you require any further details, please let us know.

Regards,