To,

Mr. Raymond Tully

Manager,

Gregson International Business

Date: xx Sep 20xx

Subject: service authorization letter

Dear Mr. Tully,

I, Fred Dawson, the owner of Dawson IT services am writing this letter to you to inform you that I won’t be available for computer and IT services and repair for a period of 1 week between xx September to xx September and in my absence, another service provider by the name of Peter Jackson would be offering you any service which is required.

Sir, I have to attend a personal matter outside London and thus formally authorize Mr. Jackson for your services.  I assure you that he is a reliable, experienced and skilled IT service provider and would be able to help you out in any computer related difficulty or IT Trouble.

He owns an IT service company and has worked for many top companies in the past 10 years.  I am really sorry for any inconvenience that this may cause you but promise to be back within 1 week from the given date.

Thanking you

Sincerely,

Fred Dawson