**AUTHORIZATION LETTER SAMPLE**

Mary Fleming  
765, Another Street  
Under Avenue

November 15th, 2021

Mrs. Caroline Jay  
564, Recent Street  
Zero Avenue

Dear Mrs. Jay,

I, Mary Fleming, am writing this letter to authorize, Mr. Parker Alfred to access my medical records at Panera Hospital during my absence. This authorization is valid from November 20th, 2021, to December, 20th 2021. Enclosed here is my medical insurance number and claim information needed to access my documents.

I am currently not in the country, and I need to access my medical documents. Mr. Parker is not allowed to share my medical documents with anyone.

Please feel free to contact me at flemmingmary@gmail.com for further communication. Thank you for your time and help.

Sincerely,  
(signature)  
Mary Fleming