## ****AUTHORIZATION LETTER****

**[Todays Date]**

The Manager

Atlas Group of Companies

34- White bridge Road

Australia.

Dear Sir,

GOOD DAY

I am William James, I wrote this letter to request for an entry pass in your establishment. This is due to the reason that I want to check the financial reports and Income Tax details of your company for the purpose of auditing.

I would like to enter your establishment on 20th January, 20XX.

Rest assured that I will leave my ID at the guard upon entering. I hope for your kindness and consideration.

Thank you

Respectfully yours

**[signature]**

William James.