

Date: [Insert Date]

To: [Insert Cash-in-Transit Company Name]

Attention: [Insert Contact Person/Department]

Subject: Authorization for Emergency Cash Replenishment

Dear [Insert Name],

This letter serves as formal authorization for an emergency cash replenishment for the following high-volume terminals due to [Select: unexpected transaction surges / technical faults / rapid depletion of funds].

Terminal Details:

- **Terminal ID:** [Insert ID Number]
- **Location Name:** [Insert Site Name/Address]
- **Required Replenishment Amount:** [Insert Currency and Amount]
- **Requested Completion Time:** [Insert Time/Urgency Level]

Please coordinate with the onsite contact, [Insert Onsite Contact Name] at [Insert Phone Number], to facilitate secure access to the premises. All standard security protocols and verification codes must be followed during this unscheduled service.

This emergency service is authorized under contract number [Insert Contract Number]. Please provide a confirmation of receipt and an estimated arrival time for the service team.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]