

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

To: [Recipient Name/Property Management]
[Recipient Address]
[City, State, Zip Code]

Subject: Site Access and Key Release Authorization

Dear [Recipient Name],

I, [Your Name], the [Owner/Tenant/Authorized Representative] of the property located at [Property Address], hereby authorize the following individual/company to access the site and receive keys for the premises:

Authorized Person/Company: [Name of Person/Company]
ID/Driver's License Number: [ID Number, if applicable]
Contact Number: [Phone Number]

The purpose of this access is for [Reason: e.g., Maintenance, Inspection, Delivery]. This authorization is valid from [Start Date] to [End Date].

I authorize the release of the following keys/access items:
[List items, e.g., Front Door Key, Gate Fob, Mailbox Key]

Upon receipt of the keys, the authorized person assumes responsibility for their safekeeping. Please ensure the authorized individual presents a valid photo ID before the keys are released.

If you have any questions regarding this authorization, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]