Date: [Insert Date]

To: [Property Manager/Building Owner Name]
Address: [Property Address]
Subject: Authorization for Network Infrastructure Repairs

Dear [Recipient Name],

This letter serves as formal authorization for **[Contractor Company Name]** and its technicians to access the premises located at **[Site Address]** for the purpose of performing network repairs and maintenance.

Authorized Personnel: [Technician Name(s)]
Scheduled Date: [Start Date]
Estimated Duration: [Number of Days/Hours]

The scope of work includes, but is not limited to:

- [Description of repair e.g., Fiber optic cabling repair]
- [Description of repair e.g., Hardware replacement in server room]
- [Description of repair e.g., Testing and certification of network points]

Please grant the aforementioned contractors access to the necessary telecommunications closets, riser rooms, and demarc points. All work will be conducted in accordance with standard safety protocols and building regulations.

If you require further verification or have specific site entry requirements, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]