
(today's date)

To: _____
(vendor name)

Re: _____
(Account or billing phone number)

Please be advised that my company has retained Integrity Telecommunications Services, LLC, to conduct a review of my telecommunications infrastructure. Please use this letter as your authorization to answer questions about my account, and to place service requests on my behalf.

This authorization will expire on _____.
(date of expiration – at least 30 days from start)

Your cooperation is greatly appreciated.

(signature)

(print name)

(title)