

# Email Authorization Form

This **email authorization form** sample simplifies granting third-party access by clearly outlining permissions and ensuring secure communication. It serves as a reliable template to document consent for sharing email-related information. Using this form helps protect both parties and maintains compliance with privacy regulations.

## 1. Email Account Holder Information

**Full Name:**

Enter your full name

**Email Address:**

your@email.com

**Contact Number:**

(optional)

## 2. Authorized Third Party Details

**Full Name/Organization:**

**Contact Information:**

## 3. Scope of Authorization

**Authorized Access/Actions (please specify):**

E.g. Access to inbox, read-only, forwarding rights, etc.

**Duration of Authorization:**

E.g. 3 months, until revoked, etc.

## 4. Declaration & Consent

I, the undersigned, hereby authorize the above-named third party to access and/or manage my email as specified above. I understand the implications and accept responsibility for the permissions granted. This authorization is subject to applicable laws and organizational policies.

**Signature:**

Type full name as signature

**Date:**

Submit Authorization

*This is a sample template for informational purposes only. Review and modify as needed for your organization's requirements and local laws.*