[Customer’s Business Name]

[Customer’s Business Address]

[City, Postcode]

[Date]

New Apex Ltd SPARK EPoS

The Catalyst, 3 Helix,

Newcastle upon Tyne

NE4 5TG

**RE: Authorisation to Access Account and Handle Data Requests**

We, [Your Business Name], hereby authorise SPARK EPoS to access our EPoS account for the purpose of managing and handling data requests on our behalf. This authorisation grants SPARK EPoS permission to log into our system using the provided administrative credentials in order to carry out requested actions relating to data handling, including [Requested Data] through the SPARK EPoS platform.

To facilitate this, we are providing our administrative login details as follows:

Admin Username: [Insert Admin Username]

Admin Password: [Insert Admin Password]

We understand and acknowledge that SPARK EPoS will act with the utmost professionalism in managing this access. We further acknowledge that it is our responsibility to ensure the security and accuracy of the credentials provided.

This authorisation is valid from [start date] until [end date], or until revoked in writing by [Your Business Name].

Please find attached a signed copy of this letter for your records. Should you require any further information or have any queries, please do not hesitate to contact us on [customer's contact information].

Yours faithfully,

[Customer’s Full Name]

[Customer’s Job Title]

[Customer’s Business Name]

[Customer’s Contact Information]

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_