

主計檔案調閱委託書

調閱人_____因_____

無法親自辦理主計檔案調閱，故委託_____代辦，

調閱之檔案僅供調閱單所載理由之用途。

此致

主計室

委託調閱人 (請簽名)

受託調閱人 (請簽名)

中華民國 年 月 日

Controller File Access Authorization Letter

The undersigned _____, due to _____,
is unable to personally handle the access of controller files, thus
authorizes _____ to act on behalf. The accessed files
are only for the purpose stated in the access request.

Yours sincerely

Office of Accounting

Authorized person for access: (Please sign)

Authorized person for retrieval: (Please sign)

ROC YY/MM/DD :