

SAMPLE

Letter of Authorization

February 8, 2010

To Whom It May Concern:

I hereby authorize Peter Klein & Associates to apply for, execute, receive and perform all acts necessary to obtain planning approvals, building permits, business and other licenses, construction certificates, and attend public hearings on our behalf.

Authorization herein granted shall commence on --/--/---- for contractor's license number ----- and shall remain in full force and effect until written notice is given.

Peter Klein & Associates representative list:

Peter Klein Gary Nach

If you have any questions or concerns regarding this authorization please contact me at (---) ___-____.

Sincerely,

Name
Company name
Title

Date

(Signer should be on contractors license or a corporate officer.)

(Type this on your letterhead and have your signature notarized – acknowledgement.)