

SAMPLE LETTER OF SIGNING AUTHORITY

[ABC COMPANY (Letterhead)]

DATE

Manager, Licensing Services
Municipal Licensing & Standards
City of Toronto
850 Coxwell Ave, 3rd floor
Toronto, Ontario M4C 5R1

To whom it may concern,

Re: Business License with the City of Toronto for [ABC COMPANY LTD]

With respect to all applications and renewals for [***ABC Company Ltd.***], I do declare [**Leslie Smith**, in [his/her] capacity as [**Executive Assistant**], as my signing authority with permission to conduct business on my behalf with the City of Toronto.

Thank you.

Yours Truly,

[XXXXXX XXXXXXXXXXXXXXXXXXXX]
[Officer/Director+ of ABC Company Ltd.]

OFFICE USE ONLY
Accepted by: _____
Licensing Services, ML&S
Date: _____