

Insert Company Letterhead

[Your Name]
[Business Address]
[City, Province, Postal Code]
[Phone Number]
[Email]

[DATE]

The Municipality of North Perth
Building Permit
620 Wallace Avenue South
Listowel, ON
N4W 1L9

To whom it may concern,

Re: Building Permit with the Municipality of North Perth for {ABC Company LTD}

With respect to all building permit applications for **{ABC Company LTD.}** I do declare **[Insert Name]** in [his/her] capacity of **[Title or Position]**, has signing authority with permission to conduct business on behalf of **{ABC Company LTD}** with the Municipality of North Perth.

Thank you.

Yours Truly,

[XXXXXXXXX XXXXXXXXX][Officer/Director of ABC Company Ltd.]