# Letter of Authorization Template

This template is intended to assist in the creation of a letter of authorization, providing a general template to modify, select from and/or delete the text in this document.

[Insert logo, if applicable, or use company letterhead]

[Company name]

[Full name of person giving authorization], [Person’s position if this is for a business]

[Street address of business or person for which authorization is being given], [Unit]

[City, Province], [Postal Code]

[Telephone]

[Email]

[Date]

**SUBJECT: Letter of authorization [for AMPS dispute representation/application for …/ other]**

To whom it may concern,

I [full name person giving authorization] give authorization to [full name of person receiving authorization] to do the following on behalf of [myself/company name, if applicable]:

* complete an AMPS screening dispute my ticket(s) or penalty notice(s) [insert ticket or penalty notice numbers], which includes completing the online screening dispute form, a telephone screening, answer any subsequent follow up questions, and/or request and complete any subsequent hearings;
* submit a business licence/permit application on behalf of [myself/Company name];
* renew business licence/permit application on behalf of [myself/Company name];
* [other activity]

I understand that [I/the company][am/is] still liable for all fees, penalties or fines.

Sincerely,

[Signature of person giving authorization]

[Full name of person giving authorization]