

(Letter of Authorization #2: Modify this sample letter to suit your circumstances)

ABC LETTERHEAD COMPANY

123 Any Street
Winnipeg, Manitoba
R3C 4X7

Date: _____

The City of Winnipeg
Unit 31 – 30 Fort Street
Winnipeg, Manitoba
R3C 4X7

To Whom It May Concern:

Re: **123 Any Street , Winnipeg, MB**
(address, city, province)

As owner(s) of the above-noted property, you are hereby authorized to release building plan, permit, or related property records in the custody of the City of Winnipeg to **ABC Architects** or their authorized representatives.

Yours truly,

(Signature)
Jane Jones, Manager ABC Letterhead Inc.
Owner – 123 Any Street
Phone: 204-929-9292