

**(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 owners of the above-noted property, you are hereby authorized to release any and all plans, files and other materials that may be in the possession or control 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