

SAMPLE LETTER

This letter must be typed on COMPANY LETTERHEAD

(Do not change wording)

On behalf of { **COMPANY or CORPORATE NAME** }, this letter serves as full authorization for { **PERSON AUTHORIZED BY THE COMPANY** } who is { **TITLE / POSITION** } to sign all PennDot related and/or Bureau of Motor Vehicles forms and documents which may be required to complete the { **titling, registration & purchase / sale** } of the following vehicle.

Year _____ Make _____ Model _____ VIN # _____

This authorization is valid for 60 days from the date signed by the corporate officer below.

SIGNATURE OF COMPANY PRESIDENT/OWNER)

PRINTED NAME OF OFFICER FROM COMPANY

TITLE OF PERSON FROM COMPANY

DATE THIS LETTER WAS SIGNED

Effective April 2017