

YOUR LETTERHEAD HERE

SAMPLE LETTER

(Date)

Samuel Kevin Wilson
Director of Community Services & Water
City of Vernon
4305 Santa Fe Avenue
Vernon, California 90058

Dear Mr. Wilson:

As record owner of the property located at _____, Vernon,
(STREET ADDRESS)

California, _____, does hereby authorize, _____
(NAME OF OWNER) (NAME OF AGENT)

to act as my agent and perform _____

under permit approved by the City of Vernon as Owner-Builder.

Sincerely,

(SIGNATURE)

LETTER MUST BE NOTARIZED