



Your Company

Sample Letterhead Authorization

Today's Date

Beaumont Unified School District
Attn: Facilities Use
350 W. Brookside Avenue
P.O. Box 187
Beaumont CA 92223

To whom it may concern:

Our organization wishes to enter into a facility use agreement with the Beaumont Unified School District.

Please accept this letter as confirmation that *enter name of application signer here* has the right to enter into a facility use agreement with the Beaumont Unified School District.

Should have any questions or concerns in this regard, please feel free to contact me at (###) ###-####.

Sincerely,

Joe Signer

Joe Signer
Director (President, or Whatever the proper title of the signer)