PREPARE ON BUSINESS LETTERHEAD

DATE

Contract Requestor’s Name, Title

Baton Rouge Community College

201 Community College Drive

Baton Rouge, LA 70806

Re: Disclosure of Ownership & Certificate of Authority

Dear Mr./Ms. Contract Requestor’s Last Name:

The purpose of this letter is to provide documentation that Business Name is exempt from submitting a Disclosure of Ownership & Certificate of Authority because Business Name will be working less than 30 days in the State of Louisiana.

Sincerely,

Name

Title