PREPARE ON BUSINESS LETTERHEAD

DATE

Contract Requestor’s Name, Title

Baton Rouge Community College

201 Community College Drive

Baton Rouge, LA 70806

Re: Contract Authority

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

The purpose of this letter is to provide documentation that Name & Title is authorized to enter into contractual agreements on behalf of Company Name.

Sincerely,

Name

Title