

To Whom It May Concern,

Printing Systems was informed by the Postmaster of the Taylor Post Office that in addition to Form 3623 you have already completed, we need a letter authorizing us to mail your bulk mail from the Taylor Post Office. This applies to every customer using our Bulk Permit with your Non Profit Permit. The Post Office requires that the letter be printed on your business letterhead, dated and signed. Please fax the letter to (734)946-1115, as soon as possible so we don't hold up any current and future mailings. We apologize for this inconvenience, but we must follow the Post Office Rules, in order to provide you with the discount rate at our Post Office and save you extra courier charges.

For your convenience, we have attached an authorization sheet for you to copy and paste to your business letterhead. Please fill in today's date, business name in the body of the letter, phone number, sign and add your title.

Thank you for your cooperation.