

Date:

Attn: United States Postal Service

To Whom It May Concern,

Please accept this letter as authorization to allow Printing Systems, Inc. located in Taylor, Michigan, to perform mass mailings for the **YOUR MUNICIPALITY NAME** at the Non Profit Standard Mail rates using their Permit and mailing from the Taylor Post Office.

If you have any questions, please contact me at: **PHONE NUMBER HERE**

Sincerely,

SIGN HERE

PRINTED NAME

TITLE HERE