

# Sample Letter of Authorization

## FORMS & EXAMPLES • For All Restricted Key Products



**DISTRICT 10**

*End User  
Letterhead -  
REQUIRED*

District 10 Schools  
555 Main Street  
End User City, State 55555  
(555) 555-5555

May 1, 2003

*Date - REQUIRED*

**To:** Schlage Dealer  
100 East Avenue  
Dealer City, State 11111

*Dealer Name -  
RECOMMENDED*

*Include Registry  
Number &  
Facility Code  
(stamped on keys)  
for existing key  
systems*

**RE: District 10, Jones Elementary School**

*Facility Name - REQUIRED*

Please consider this authorization to ship product for the above-referenced project.

Jones Elementary School is to be keyed using a new Everest 29 T Restricted Key System. For security reasons, we would like to have all keys for this facility shipped to a location other than the job site. Master keyed products, however, can be shipped directly to the site. This letter authorizes Schlage to ship our restricted products to the following addresses:

Master Keyed Products, Construction Keys, Locks Less  
Cylinders, and Locks with Construction Cores

Attn: Building Project Manager  
District 10 Schools  
555 Main Street  
End User City, State 55555

Master Keys, Change Keys, Control Keys, and Key Blanks

Attn: Locksmith  
District 10 Lockshop  
1201 Fifth Avenue  
End User City, State 55555

*Authorized Ship-  
To Addresses -  
REQUIRED*

These two addresses above serve as our only authorized shipment addresses for all orders placed for our facility. We understand that this letter will be kept on file and referenced for our future orders and that a new letter is only required to add, remove, or change authorized shipping locations.

Sincerely,

End User Representative  
Facilities Manager

*End User  
Representative  
Signature -  
REQUIRED*

*Letter may be mailed or faxed to Schlage  
Schlage Restricted Order Processing  
3899 Hancock Expressway  
Colorado Springs, CO 80911*