



HexaCorp

+1 (212) 555-7890 | youremail@example.com | Salem, WI 53168 | www.24billions.com

AUTHORIZATION LETTER TO GET DOCUMENTS

[Your Company Name]

[Your Company Address]

[Your Company Number]

January 6, 2051

Anita Wehner
Document Control Officer
Springfield County Clerk's Office
789 Government Center
Springfield, IL 62704

Dear **Ms. Wehner**,

We, [Your Company Name], hereby authorize **Lester Nolan**, our Legal Affairs Manager, to act on our behalf in obtaining the following documents from your office:

- **Certified copy of our corporate registration certificate**
- **Current year's business tax clearance certificate**
- **Copy of our office lease agreement, including any amendments**

Lester Nolan is authorized to receive and collect these documents on our behalf. Please provide him with any necessary assistance in this matter. If you have any questions or require further verification, please contact us at [Your Company Number] or [Your Company Website].

Thank you for your cooperation.

Best Regards,

Signature

Chief Operations Officer

[Your Company Email]