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**Please use your company's letterhead  
Please send two copies directly to  
Authorized Parking Only Ltd.  
45-173 Advance Blvd.  
Brampton, Ontario, L6T 4Z7**

**PLEASE DO NOT SEND THEM TO THE TOWN OF PICKERING**

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{Date}

City of Pickering  
Attention: Mr. John Wojnicz  
One The Esplanade  
Pickering, Ontario  
L1V 6K7

Dear Mr. Wojnicz,

Please be advised that \_\_\_\_\_ {Corporation or Management} \_\_\_\_\_ has given Authorized Parking Only Ltd. the authorization to act as their agents in the enforcement of private property parking regulations on their property located at \_\_\_\_\_ {address} \_\_\_\_\_.

Should you require any further information, please contact \_\_\_\_\_ {manager} \_\_\_\_\_ at \_\_\_\_\_ {phone #} \_\_\_\_\_ or Authorized Parking Only Ltd. at 416-231-8247.

Yours truly,

{name}  
{title}