

**SAMPLE ONLY**

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**Please type on your company/corporation letterhead  
Please send two copies directly to  
Authorized Parking Only Ltd. at  
45-173 Advance Blvd.  
Brampton, Ontario L6T 4Z7**

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{Date}

City of Vaughan  
Attention: Mr. Dave Madore  
By-law Enforcement & Licensing  
2141 Major Mackenzie Drive  
Vaughan, Ontario  
L6A 1T1

Dear Mr. Madore,

Please be advised that we would like to retain the services of Authorized Parking Only Ltd. to issue parking infraction notices to illegally parked vehicles on our property located at \_\_\_\_\_ in the City of Vaughan.

Yours truly,  
Name:  
Title: