

# Sample Letter Authorizing Commercial Bulk Trash Requests by Email

**Instructions:** Place the sample letter on your company's letterhead (you can copy and paste the text from the Sanitation Dept.'s section of the City website.) Modify **bold** text of the sample letter. Fill in the E-mail Authorization Information. Add duplicate fields, if needed (for example: multiple businesses, multiple email address, multiple people authorized, etc.) Please send this to the Sanitation Dept. by fax (256-233-8791), mail, or hand deliver. The Sanitation Dept. will email the individual(s) with further instructions.

In order to make changes to or revoke e-mail authorization privileges, please send written correspondence by fax, mail, or hand deliver. The City of Athens can suspend or revoke this e-mail service at any time for no reason whatsoever.

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## *Your Company's Letterhead*

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Lisa Vaughn  
Sanitation Department  
City of Athens  
1600 Elm ST W  
Athens, AL 35611

**Month Day, 201\_**

Re: Authorization of Commercial Bulk Trash Pickup Requests by Email

Dear Mrs. Vaughn:

I authorize **(myself / the following employee[s])** to be allowed to request the pickup of bulk trash by e-mail. An email from the below email **address(es)** will serve as equivalent to a signature from the below named person requesting this service. I authorize the City of Athens Sanitation Department to fulfill those requests and bill my company for the sanitation services. By submitting this authorization letter, I acknowledge that I have the authority to make this decision.

### **Email Authorization Information**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Sincerely,

*Signature*

**Your Name**