

Sample Letter of Authorization

To obtain a library card for a business or organization, please provide a signed, original copy of this letter on your official letterhead or stationery.

(Date)

Library Director
Ellsworth Public Library
312 W. Main St.
Ellsworth, WI 54011

Dear Ellsworth Public Library,

I have read and understand the Library Cards for Institutions policy and would like to apply for an institutional library card. The (Business or Organization) accepts liability and financial responsibility for all transactions charged to (this/these) library (card/s) at any participating library, including, but not limited to, charges for overdue, lost, or damaged materials.

On behalf of (Business or Organization), I hereby authorize the following (individual/s) to use the library (card/s) issued in (his/her/their) (name/s):

(Name/s), (Title/s)

(Name) will be the staff person responsible for handling any library matters. (He/she/they) can be contacted at (phone) or (email).

Sincerely,

(Name of Administrative Officer)

(Title)

(Email)