

**(Sample Letter to be produced on company letterhead)**

DATE

To: Curtis-Straus LLC  
Certification Department  
527 Great Road  
Littleton, MA 01460

**Authority to Act as Agent**

On our behalf, I appoint Name and Address of Company to Act as Agent to act as our agent in the preparation of this application for equipment certification. I certify that submitted documents properly describe the device or system for which equipment certification is sought.

For instances where our authorized agent signs the application for certification on our behalf, I acknowledge that all responsibility for complying with the terms and conditions for certification, still resides with Applicant Name and Address.

**Dated this** \_\_\_\_\_ **Day of** \_\_\_\_\_ **20** \_\_\_\_\_

**Agency agreement expiration date:** \_\_\_\_\_ **Usually Give 12 Months**

**By:** \_\_\_\_\_  
**Signature** **Printed**

**Title:** \_\_\_\_\_

**On behalf of :** (Your Company Name)

**Telephone:** \_\_\_\_\_