

(YOUR COMPANY LETTERHEAD)
(COMPANY ADDRESS)

(CURRENT DATE)

Department of Business and Professional Regulations
Electrical Contractors Licensing Board
1940 North Monroe Street
Northwood Shopping Center
Tallahassee, FL 32399-0783

To Whom It May Concern:

This letter is verifying that I am **(PLACE YOUR TITLE HERE)** of the company **(PLACE COMPANY NAME HERE)** and have total financial and managerial responsibility for this company.

Sincerely,
(SIGN HERE)

(YOUR FULL NAME HERE)
(YOUR TITLE)
(COMPANY NAME HERE)

Notary: