

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[Recipient Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Letter of Authorization for TLC License

Dear [Recipient Name],

I, [Your Full Name], am writing to formally authorize [Authorized Person's Name] to act on my behalf regarding the application and management of my Taxi and Limousine Commission (TLC) license.

Please find the details of my TLC license below:

- License Number: [Your TLC License Number]
- Expiration Date: [Expiration Date]

[Authorized Person's Name] is permitted to complete all necessary forms, submit documents, and communicate with the TLC on my behalf regarding my license. This authorization includes, but is not limited to, the ability to obtain information about my license status and make any necessary changes.

I kindly request that all communications and correspondence related to my TLC license be directed to [Authorized Person's Name] at [Authorized Person's Email] or [Authorized Person's Phone Number].

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]