



ABC Enterprises
123 Any Street
Anyville, ST 55555
(555)555-5555

May 1, 2003

TO: Lock & Key Dealer
100 East That Road
Dealcercity, ST 55555

RE: Master key Structure KS15555, ABC Main Campus

Please consider this authorization for Lock and Key Dealer to purchase and receive the bitting list for our master key system at ABC Main Campus.

Email this bitting list to Joe Schmoe at jschmoe@lockandkey.com

Sincerely,

A handwritten signature in cursive script that reads "Jane Doe".

Jane Doe

Facilities Manager