

# SAMPLE LETTER

## Your Company Letterhead

1234 Alphabet Drive  
Des Moines, IA 50309

June 1, 2023

State of Iowa OCIO  
Attn: Driver License Records (DLR)  
200 East Grand Avenue  
Des Moines, IA 50309

To Whom It May Concern:

As the point-of-contact on the SAMPLE COMPANY account # 102222, I am granting access to Lucy Smith for the purposes of accessing online driver license records through our company account.

**OR**

As the President of SAMPLE COMPANY account # 102222, I am informing you that the current point-of-contact, Jane Doe, is no longer with the company. Please disable her access and assign Lucy Smith as the new point-of-contact. Lucy Smith has authorization to access records for our company.

Driver license records will be obtained for the following reasons:

1. Automobile insurance rating and underwriting
2. Pre-employment screening for drivers, etc.

Thank you for your assistance with getting Lucy Smith set up to access online driver license records.

Sincerely,

***\*Original signature required\****

John Doe  
President/General Manager/CEO/Director of Operations/City Supervisor