[PLACE YOUR LOGO HERE]

Month XX, 2020

To whom it may concern,

This letter authorizes \_\_(FULL NAME AS ON DRIVER’S LICENSE)\_\_\_ to be on the premises and gain internal and external access to our office. This includes in the event of a fire, natural disaster or other emergency.

Our office is located at \_\_\_\_(ADDRESS)\_\_\_\_.

Respectfully signed,

(Name of Clergy Person or Senior Warden),  
(Congregation or Organization)