

**Needs to be on leasing company's letter head.**

Date:

## LETTER OF AUTHORIZATION/PLATING INSTRUCTIONS

To Whom It May Concern:

*THIS LETTER OF AUTHORIZATION/PLATE INSTRUCTION IS ONLY VALID FOR THE PURPOSE OF LICENSING/REGISTRATION OF SAID VEHICLE AND MAY BE ACTED UPON ONLY IN THE PROVINCE OF ALBERTA.*

### Vehicle Information

**MAKE & MODEL:**

**YEAR:**

**VIN:**

**Lessee Names** (all names on the lease must appear):

**LESSOR** Name: \_\_\_\_\_ agrees that the above described vehicle will be plated under the following

**Registrant/plate holder** name (*prorate client*): \_\_\_\_\_

\_\_\_\_\_  
Lessor Signature

\_\_\_\_\_  
Printed Name & Title

## Plating Letter Instructions - Leased Vehicles

Plating Letters are provided by a Lessor authorizing vehicle registration in the name of a specific company.

**Plating Letters are required when:**

- a) An owner/operator is coming onto a carrier's fleet with a leased vehicle.
- b) The lease agreement has multiple parties listed as co-lessees. (If the carrier is the only lessee we do not require the letter.)

These letters must identify the vehicle, name all lessees on the original lease agreement and consent to the prorated carrier as the sole plateholder. The only signature necessary on this letter is one on behalf of the leasing company.

Please find a sample Plating Letter attached.