

[Company letterhead]

[Date]

[Address of company, if not included in letterhead]

To Whom It May Concern:

Re: *[Name of Individual to serve as Account Agent]*

Example 1: Letter from the Chief Officer of the company:

I hereby confirm that *[name of individual to be authorized and CITSS user reference code]* is an employee *[or state nature of relationship if not an employee]* of *[company name]*. *[Name of individual]* is authorized to act as a *[indicate **only one** of the following roles: primary account representative, alternate account representative, or account viewing agent]*.

This individual is authorized to represent and act on behalf of this company in Nova Scotia's Cap-and-Trade Program for greenhouse gas emissions.

Example 2: Where there is a resolution of the Board of Directors of the company:

Following the meeting of the Board of Directors of *[name of company]* held on *[date of meeting]*, the board members passed the resolution *[reference number of the resolution if applicable]* to authorize *[name of individual and CITSS user reference code]* to act as a *[indicate **only one** of the following roles: primary account representative, alternate account representative, or account viewing agent]*.

This individual is authorized to represent and act on behalf of *[company name]* in Nova Scotia's Cap-and-Trade Program for greenhouse gas emissions.

Sincerely,

[Signature of company official]

[Name and position title of company official]