

Definitions to be used when completing your version of this letter

- Authorized agent: A person at your organization who has the authority to approve an employee or volunteer as an administrator on our site
 - Organization name: The legal name of your charitable organization.
 - Employee/Volunteer: A person who you will be allowing to act on your behalf on our site. This may also include contractors or other 3rd party persons who are allowed access to our site.
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Authorized agent name

Authorized agent job title

Organization name

Organization street address

Organization city, state, zip code

Current date

Dear YourCause,

This letter is to verify that [*employee/volunteer name, employee title (if applicable)*] is authorized to serve as an administrator on your site for [*organization name*].

If you require any additional information regarding [*employee/volunteer name*], please feel free to contact me at [*authorized agent phone number or authorized agent email address*].

Sincerely,

(Handwritten signature of authorized agent)

Printed authorized agent name

EMPLOYEE SAMPLE

In this sample, Mary Jones is the Executive Director of the American Red Cross. She will be the Authorized Agent, and will be approving John Smith, Development Associate as the employee who will be granted access to the NPOconnect site.

Mary Jones
Executive Director

American Red Cross
101 East Main Street
Washington, DC 10021

12/15/2018

Dear YourCause,

This letter is to verify that John Smith, Development Associate, is authorized to serve as an administrator on your site for the American Red Cross.

If you require any additional information regarding John Smith, please feel free to contact me at (800) 111-2222 or mary.j.jones@arc.net.

Sincerely,

Mary Jones

Mary Jones

VOLUNTEER SAMPLE

In this sample, James Rogers is the Volunteer Coordinator at the American Red Cross. He will be the Authorized Agent, and will be approving Allison Andrews, as the volunteer who will be granted access to the NPOconnect site.

James M. Rogers
Volunteer Coordinator

American Red Cross
101 East Main Street
Washington, DC 10021

12/15/2018

Dear YourCause,

This letter is to verify that Allison Andrews is authorized to serve as an administrator on your site for the American Red Cross.

If you require any additional information regarding Allison Andrews, please feel free to contact me at (800) 111-2222 or james.m.rogers@arc.net.

Sincerely,

James M. Rogers

James Matthew Rogers