

In an effort to process an application for credit quickly, please copy the authorization

letter below on page two and copy it to your company letterhead. This will insure the

fastest response time from your references. To help complete this process follow the direction below.

Directions:

Step 1: print a copy of authorization letter

Step 2: Put the copy of letter on copy machine glass top

Step 3: put company letterhead in feed tray of copy machine

Step 4: Press copy

Step 5 Put todays date on the letter and have the letter signed

\_\_\_\_\_ (Today's Date),

To Whom It May Concern:

Please be advised, \_\_\_\_\_ (Your Company Name) authorizes Federated Mills, Inc.

to check our credit in an effort for \_\_\_\_\_ (Your Company Name) to do business with

Federated Mills, Inc. Please cooperate fully with Federated Mills, Inc. and their request.

Authorized by:

(Company Name )

\_\_\_\_\_  
Signature and title

\_\_\_\_\_  
Printed name