

**SAMPLE ONLY**

COMPANY LETTER HEAD

DATE \_\_\_\_\_

TO: Canada Border Services Agency

**Subject: Letter Of Authorization**

This is to advise you that:

NAME OF CARRIER:  
ADDRESS:  
CITY/PROVINCE/STATE:  
POSTAL/ZIP-CODE:

is authorized by :

NAME OF CARRIER:  
ADDRESS:  
CITY/PROVINCE/STATE:  
POSTAL/ZIP-CODE:

Carrier Code: \_\_\_\_\_

to report goods to the CBSA under the above carrier code.

(Company Name) has posted a \$25,000 bond with the CBSA and acknowledges that by authorizing the use of its carrier code (\_\_\_\_), it assumes all responsibility for customs liabilities including but not limited to carrier infractions, record keeping, and outstanding duties and taxes as stipulated in the *Customs Act* and related regulations.

This authorization is valid for a maximum of 1 year from date of issue or until \_\_\_\_\_.

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_