

**\*\*\*SAMPLE\*\*\* Owner Permission Letter for Sign Permits**

**[Date]**

City of Laurel  
Department of Community Planning and Business Services  
8103 Sandy Spring Road  
Laurel, Maryland 20707

Re: **[Name and Property Address of Business]**

Dear Permits Office:

I, **[Owners Name]**, hereby grant permission for **[Name of Business and Name of Business Owner]** to file for and obtain a sign permit for my property located at **[Address of Property]** per sign rendering/plan labeled \_\_\_\_\_ dated \_\_\_\_\_.

If you have any questions regarding this correspondence, please feel free to contact me at:

**{Name of Property Owner}**  
**{Mailing Address of Property Owner}**  
**{City, State, Zip Code}**  
**{Phone Number}**  
**{Email Address}**

Sincerely,

*{Signature of Property Owner}*

**[Property Owners Name]**