



**Letter of Sole Proprietorship**

Account #: \_\_\_\_\_

To Whom It May Concern:

This will advise you that I, \_\_\_\_\_ am doing business  
*(client's name)*

under the name of \_\_\_\_\_  
*(company name)*

located at \_\_\_\_\_ and that I am  
*(address)*

sole owner of said company; no one else having a right, title or interest therein.

As sole owner of this company, I hereby authorize you to accept checks for credit to my personal account that are drawn on the above named company. If there is any change of ownership, title or interest in this business, you will be immediately advised.

Sincerely,

**X** \_\_\_\_\_  
*(Sole Proprietor)*

\_\_\_\_\_  
*(Date)*