

# SAMPLE LETTER

Corporate Name and Address  
Or Letterhead

## Affidavit of Corporate Authority

As board member(s)/officer(s) of \_\_\_\_\_, a corporation, I/we hereby authorize(s) the following people to represent the corporation in all matters pertaining to the small claim section of District Court, Ferry County, Washington, including, but not limited to the filing, trial and collection of said small claim actions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title in Corporation

State of Washington        )  
                                      : ss  
County of \_\_\_\_\_)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of  
Washington. Residing at: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_