

**Sample "AGENT STATUS" Letter**

**(Company Letterhead or  
Business Name & Address)**

**BUREAU OF MOTOR VEHICLES**  
100 North Senate Avenue, Rm. N404  
**INDIANAPOLIS, IN 46204**

To Whom It May Concern:

Effective ( date ), (Company Name) does hereby appoint \_\_\_\_\_ (dealership name) \_\_\_\_\_ as our authorized agent pertaining to applications for title, license and registration on any vehicles leased in the name of (Company Name).

This appointment shall be limited and used solely for the purpose of titling, licensing and registering vehicles in the name of (Company Name). This appointment may not be used to convey title or registration from (Company Name) to another party.

This appointment to act as agent will remain in effect for the period of (number) year(s) from the effective date and will expire on (date).

In witness where of, (Company Name) has caused this instrument to be executed on its behalf this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed Name)  
(Position or Title)

STATE OF \_\_\_\_\_ )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )  
Sworn to before me, a Notary Public, in and for said County, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Notary Public Signature)

(SEAL)

\_\_\_\_\_  
(Printed Name)

My Commission Expires: \_\_\_\_\_