

Must be on organization letterhead (n/a if permit holder is an individual)

DATE

DPR Parks Permit Office:

This letter authorizes _____ to be the “Authorized Agent” of record for (individual or organization who is the permit holder).

I understand that _____ will be the only individual communicating with and receiving communications from the Parks Permit Office (for any and all permits me/my organization wishes to obtain from Denver Parks and Recreation) if and until the entity provides a letter (on letterhead if an organization) requesting a change.

I am an employee, board member, or am otherwise authorized to request this from Denver Parks and Recreation on behalf of _____. (organization who is the permit holder; n/a if permit holder is an individual).

Signature: _____

Title: _____

New Agent Mailing Address: _____

New Agent Phone Number: _____

New Agent Email Address: _____