

ABC Company

123 Business St.
Philadelphia, PA 19105
P (215) 123-4567
F (215) 987-6543

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January 10, 2019

To Whom It May Concern,

Please accept this letter as confirmation that Joan Smith's rental car purchase from ABC Rental Company on December 20, 2018, through December, 30, 2018, was authorized as a corporate rental purchase through my authorization at ABC Company. If you require any further comments or have any additional questions, please contact me at the number below.

Thank you,

John Boss

John Boss
Manager, ABC Company
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