



P.O. Box 580  
Syosset, NY11791  
Tel: 516.682.0370  
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## Letter of Agency

To Whom It May Concern:

We have contracted with Leading Edge Consulting, Inc. and authorized them to serve as our telecommunications consultant for auditing and evaluation of our telephone system. You are to respond to their requests and provide them with whatever telecommunication material and/or information that are needed. They are fully authorized to check our existing billing records as well as perform and complete billing information on our behalf. This is to include the release of refund checks made payable to:

\_\_\_\_\_

Client Name

\_\_\_\_\_

Client Address

Your cooperation in assisting them is greatly appreciated. This agreement is effective until otherwise notified.

Thank you,

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Title: \_\_\_\_\_