{companyName}

horizontal lineAddress: {address}, {city}, ON {postalCode}  
Phone: {phoneNumber}

To: Ontario Ministry of Transportation

Re: Applying for a new Registrant Identification Number [RIN].

I, {**name}** am the president/director of {**companyName**}, with the registered office currently located at **{address}, {city}, ON {postalCode}**, and having a telephone number {**phoneNumber}**.

The Board of Directors of {companyName} wish to register motor vehicles in the name of {**companyName**}.

The Board of Directors of {**companyName**} are applying for a new Registrant Identification Number. I request the issue of a RIN to {**companyName**}.

Thank you.

Yours truly,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**{companyName}**, President/Director  
“I have the authority to bind the corporation”.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Notary Public & Commissioner of Oaths {month} {day}{ordinalSuffix} {year}