{companyName}

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

To: Ministry of Transportation

Re: applying for a new Registrant Identification Number.

I, {**name}** am the president/director of {**companyName**}, currently located at **{address}, {city}, {province} {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 apply for a new Registrant Identification Number. Kindly issue a RIN to {**companyName**}.

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Notary Public & Commissioner of Oaths Date