**SAMPLE LETTER**

Date

Mr John W Citizen

100 Brisbane Street

BRISBANE QLD 4000

# Dear John

I hereby authorise you under Section 32 of the *Surveying and Mapping Infrastructure Act 2003* to act on my behalf relating to dealings on plans of survey and associated matters with the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development.

The period of the authorisation is from (insert start date) and until advised. This authorisation excludes Building Format Plans (if required).

# Yours faithfully

**Jane Smith**

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I *John W Citizen*, accept the authorisation.

Signed

*John W Citizen*

Insert date

cc Surveyors Board of Queensland

 admin@sbq.com.au