SAMPLE LETTER
(MUST BE ON CLIENT'S COMPANY LETTERHEAD)

DATE

New Jersey Motor Vehicle Commission
Data Output-Certified Information Unit
PO Box 146
Trenton, NJ 08666-0146

To Whom It May Concern:

This is to advise that [Name of Individual/Company Providing the Service] is authorized to request/obtain motor vehicle driver license, vehicle registration, title and current owner/lien information on our behalf.

Driver license application information is needed to ..........  
Vehicle registration application information is needed to ..........  
Title information is needed to ..........  
Current owner/lien information is needed to ..........  

In addition, the Certified Information Unit of the Motor Vehicle Commission is authorized to return/provide any and all information/records to [Name of Individual and Company Providing the Service].

Sincerely,

[Signature of Representative]
Name of Representative
Title/Position