

Sample of a Letter of Authorization

A Letter of Authorization (LOA) is a written document from the owner of an inspected food establishment that states that another entity, that is a separate business, is using their food establishment to process a food product. This letter of authorization is valid for one calendar year. This does not include employees of the food establishment or other businesses subcontracted by the food establishment that may temporarily use their facility for food processing activities. A Letter of Authorization is required for all new or existing permits. Use this template to generate your own version of a Letter of Authorization.

BUSINESS NAME: (List the company name here)

BUSINESS OWNER NAME: (List the business owner(s) name here)

BUSINESS BILLING ADDRESS: (List the company billing address here)

BUSINESS EMAIL & PHONE: (List the company contact information here)

PERMIT NUMBER: (List permit number)

(Note: You will not need to list a permit number if this is a new application)

DATE: (Insert date signed)

COMMISSARY KITCHEN NAME: (List the commissary kitchen name here)

COMMISSARY KITCHEN OWNER: (List the commissary kitchen owner(s) name here)

COMMISSARY KITCHEN ADDRESS: (List the commissary kitchen address here)

COMMISSARY KITCHEN EMAIL & PHONE: (List the commissary kitchen contact information here)

Travis Waller, Director
Utah Department of Agriculture and Food
Division of Regulatory Services
4315 S 2700 W
TSOB South Building, Floor 2
Taylorsville, UT 84129-2128

Dear Mr. Waller,

I, **(COMMISSARY KITCHEN OWNER)**, hereby authorize **(BUSINESS OWNER NAME & COMPANY)** to process food at **(COMMISSARY KITCHEN ADDRESS)**. **(BUSINESS OWNER NAME & COMPANY)** is manufacturing and packaging **(LIST PRODUCTS)** at our facility effective **(DATE)**. The days and time **(BUSINESS OWNER NAME & COMPANY)** will be using our space is:

This letter of authorization is effective until December 31, 2024. Should **(BUSINESS OWNER NAME & COMPANY)** decide to cancel the arrangement or change their schedule, I,

(COMMISSARY KITCHEN OWNER), will notify the Utah Department of Agriculture and Food (UDAF) in writing or by email udaf-estabregistration@utah.gov.

I understand that I am entering into a partnership with UDAF to provide commercially approved kitchen space for (BUSINESS OWNER NAME & COMPANY) and my facility will be routinely inspected by UDAF inspectors. I will ensure compliance with Utah Food Protection rules and the Federal Food Code and correct issues of non-compliance identified during an inspection.

Respectfully,

PRINT COMMISSARY KITCHEN OWNER NAME & TITLE

cc: BUSINESS NAME
BUSINESS OWNER NAME
BUSINESS BILLING ADDRESS
BUSINESS EMAIL & PHONE