

[Company Header/Letterhead]

[Date]

[Contact Name]

[Rating Agency Name]

[Agency Address]

[City, State, Zip Code]

RE: Assignment of Credit Rating for [Entity Name or Instrument Name]

Dear [Contact Name],

This letter serves as a formal request and authorization for [Rating Agency Name] to provide a credit rating for [Entity Name / Specific Financial Instrument].

The purpose of this rating is to [state reason, e.g., support a new debt issuance / fulfill annual review requirements].

We agree to provide all necessary financial data, background information, and access to management required for the rating process. We understand that this assignment is subject to the terms and conditions outlined in the fee agreement signed on [Date].

Please coordinate the information request list and management meeting schedule with:

Name: [Point of Contact Name]

Title: [Title]

Email: [Email Address]

Phone: [Phone Number]

We look forward to working with your team on this assignment.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title]

[Company Name]