

Date: [Insert Date]

To: [Insert Name of Recipient/Owner]

Subject: Appointment and Confirmation of Custodianship

This letter serves as formal confirmation that **[Insert Name of Custodian/Organization]** has been designated as the official custodian of the original Certificate(s) of Authenticity (COA) for the following item(s):

- **Item Name/Title:** [Insert Name]
- **Description:** [Insert Brief Description]
- **Serial/Identification Number:** [Insert Number]
- **Artist/Manufacturer:** [Insert Name]
- **COA Reference Number:** [Insert COA Number]

As the appointed custodian, **[Insert Name of Custodian]** acknowledges the responsibility to:

1. Maintain the physical security and integrity of the original documentation.
2. Ensure the documents are stored in a climate-controlled and secure environment.
3. Provide access or transfer the documents only upon the written authorization of the legal owner.
4. Maintain accurate records regarding the location and status of said certificates.

The original Certificate of Authenticity remains the property of **[Insert Owner Name]**. This custodianship shall remain in effect until **[Insert End Date or "until further notice"]**.

If you have any questions regarding the storage or verification of these documents, please contact the undersigned.

Sincerely,

[Signature]

[Print Name of Custodian]

[Title/Position]

[Organization Name]

[Contact Information]

Acknowledgment of Receipt:

I, [Insert Owner Name], hereby acknowledge that the above-listed documents are held in custodianship by [Insert Custodian Name].

Signature: _____ Date: _____