

**Sample Letter from Dealer to Region Authorizing the Distribution  
Of  
Holdback and Finance Reserve Funds**

(DEALER LETTERHEAD)

(DATE)

Distributor	RE: Commercial Leasing Co.
Address	Address
City, State, ZIP	City, State, Zip

To Whom It May Concern:

With regard to the purchase of Toyota vehicles from \_\_\_\_\_ (time) to \_\_\_\_\_ (time) by the subject Commercial Leasing company, you are hereby authorized to distribute holdback and finance reserve funds to \_\_\_\_\_ (Dealer or Bank Account #). This authorization supersedes any prior notice, and shall remain in effect until canceled, by us, by written notice to your office.

Sincerely,  
(Toyota Dealer)

\_\_\_\_\_  
Officer, Partner, or Owner