



Letter of Appointment & Authorization for Manager

Letter to:

Belize Tourism Board

Date:

#64 Regent Street,
Belize City,
Belize

To Whom It May Concern:

This letter serves as a formal grant of authorization to _____ (*Name of Individual*)
for the position of _____ of _____ (*Name of Accommodation*) located at _____ (*Address of Property*).

Furthermore, we hereby authorize _____ (*Your Manager Name*) to act on behalf of _____ (*Your Accommodation Name*) in the following capacities regarding our Belize Tourism Board Accommodation License:

Accommodation Operations: overseeing daily operations, managing staff, and ensuring customer satisfaction.

(*Select if Applicable*):

Accommodation Financials: Paying accommodation taxes monthly.

Accommodation Marketing: Reservations etc.

Accommodation Administration: Applying and renewing BTB license.

This authorization is effective from the date of this letter and remains in effect unless revoked in writing. Please do not hesitate to contact me if you have any questions or need additional information.

Best Regards

(Signature)

(Signature)

Name of Owner

Name of Manager

Accommodation Name:

Contact Number:

Email Address: