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Month, Day, Year

Brinda Devine  
Real Estate Officer  
Finance and Facilities Management  
5700 Cass Avenue, Suite 4900  
Detroit, MI 48202

Re: Letter of Authorization from Dean of \_\_\_\_\_

Dear Ms. Devine,

Please let this letter represent my approval of the \_\_\_\_\_ department (s) to seek alternative lease space within the area of Wayne State University Medical School campus or \_\_\_\_\_.

It is my understanding that you will oversee the lease negotiation process, which includes:

- 1) Negotiation of lease rates and terms and
- 2) Negotiation of building owner's and/or department's contribution of tenant improvement dollars, if applicable

I also understand that Wayne State University intends to enter into the proposed lease space for the benefit of the department(s) stated above. However, Wayne State University will not be responsible for the payment of telephone or parking charges associated with the proposed lease space. I understand that the department(s) stated above must make their own arrangements with the landlord for payment of such charges.

Funding sources for base and additional rent:

◆ Proposed lease space, including index # \_\_\_\_\_

Funding sources for tenant improvements paid by the department:

◆ Proposed lease space, including index # \_\_\_\_\_

I have requested that the subject department/units provide you with the necessary information to complete this process in a timely manner. Should I have any questions or concerns, I will address them directly to you.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Print: \_\_\_\_\_

Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_