(Company related document + logo + trade name + address and contact information)

Date

Respected Ras Al Khaimah Municipality Department

Subject: Requesting the appointment of Municipality E-system Administrator to document the rental contracts for the company's units

We give you our best regards and wishes you success,

Referring to tenancy electronic service for registering the company’s units in the municipality’s electronic portal, we request your approval to appoint the following staff as e-system administrator.

1. (Name) Emirates ID:
2. (Name) Emirates ID:

In order to enable the system administrator to add new company’s users, control their powers on Ras Al Khaimah Municipality Tenancy System and comply with all Terms and Conditions applicable to this service.

With Sincere Respect,

(Company Name)

(Signature of company’s owner or manager)

(Company Stamp)

Date