

[Recipients Name]

[Address line 1]

[Address line 2]

[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-]

To whom it may concern:

This is to authorize my daughter, Maria E. Eckley to stand in in my behalf at the monthly company meeting to discuss the various developments in the recent projects. She is also to be presented the various status reports by the various departments, and she is to make the necessary arrangements as she sees fit,.

Signed by:

Candice R. Eckley

(remember to put in the signature)

[Enclosures: number] -Optional-

cc: [Name of copy recipient] -Optional-]