

SAMPLE LETTER

[Senders Name]

[Address line]

[State, ZIP Code]

[Letter Date]

[Recipients Name]

[Address line]

[State, ZIP Code]

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

Dear [Recipients Name],

This letter is to authorize Christian B. Weston to pick up the package addressed to me at the company Mail office.

I am not in town, and I will be unable to pick it up myself.

Sincerely,

[Senders Name]

[Senders Title] -Optional-

[Enclosures: number] -Optional-

cc: [Name of copy recipient] -Optional-