

Mark Smith
1112 Little St.
Los Angeles, CA 90034

[Date]

Mr. John Doe
Law Offices of Doe, Clark, and Kim
545 Main St., Suite 213
Los Angeles, CA 98543

Dear Mr. Doe,

I, Mark Smith, authorize Sarah Jones to sign the pre-discussed legal document (case #1234556) while I am out of town between the dates of January 5, 2013 and January 24, 2013. Since this is a time-sensitive matter, it is necessary for Ms. Jones to sign this document in my absence.

I appreciate both your and Ms. Jones' cooperation in this matter.

Sincerely,

Mark Smith