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 one Bellatrix C. Courts to pick up the birth certificate of my daughter, one Samantha P. Park.

She is also to be able to have a look at any records which may be attached to the birth certificate at hand.

(the signature is very much necessary in this sort of letter)

Sincerely,

[Senders Name]
[Senders Title] -Optional-

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