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 Dawn T. Talbott to pick up the documents left for me at the business office of our company. I am sick and unable to pick them up myself.  
  
Please note the date and time in which the documents were picked up as they are of a sensitive nature.  
  
(make sure to include the signature here)

Sincerely,   
  
[Senders Name]  
[Senders Title] -Optional-