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-