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 my mother, Mrs. Eva G. Tores, to pick up and travel with one Sally T. Hansen and one Matthew T. Hansen.  
  
I am currently out of town, and I cannot be able to pick them up myself.

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

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