

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 Mr. Daniel I. Stoner to travel to X island on February 7, 2009.

Sincerely,

[Senders Name]
[Senders Title] -Optional-

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