

[Senders Name]  
[Address line 1]  
[Address line 2]  
[State, ZIP Code]

[Letter Date]

[Recipients Name]  
[Address line 1]  
[Address line 2]  
[State, ZIP Code]  
[Subject: Normally bold, summarizes the intention of the letter] -Optional-

To whom it may concern:

This letter is an authorization for my son, Jospheh Q. Tabs, to be able to pick up the documents which are on top of my office desk.

The documents are to be first checked before leaving the premises.

Signed by:  
Christopher Q. Tabs  
(do not forget the important signature for this)

[Enclosures: number] -Optional-

cc: [Name of copy recipient] -Optional-