

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 Devon S. Planter to be able to pick up the documents which are in my personal office desk.

Please take note that he is also allowed to pick up other items from my office as well.

(signatures are critical in a document or letter such as this)

Sincerely,

[Senders Name]

[Senders Title] -Optional-

[Enclosures: number] -Optional-

cc: [Name of copy recipient] -Optional-