



ABC
Address
Date

Mr. XYZ
Address

Dear Mr. XYZ,
I, ABC, authorize Sarah Jones to sign the pre-discussed legal document (case #1234556) while I am out of town between the dates of January 5, 2013 and January 24, 2013. Since this is a time-sensitive matter, it is necessary for Ms. Jones to sign this document in my absence.

I appreciate both your and Ms. Jones' cooperation in this matter.

Sincerely,
ABC