

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]

Dear [Recipients Name],

This letter is to authorize my daughter, Maria E. Eckley to stand on my behalf at the monthly company meeting to discuss the various developments in the recent projects. She is also to be presented the different status reports by the various departments, and she is to make the necessary arrangements as she sees fit.

(remember to put in the signature)

Sincerely,

[Senders Name]

[Senders Title] -Optional-