



[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 one Bellatrix C. Courts to pick up the birth certificate of my daughter, one Samantha P. Park.

She is also to be able to have a look at any records which may be attached to the birth certificate at hand.

(the signature is very much necessary in this sort of letter)

Sincerely,

[Senders Name]

[Senders Title]