



[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 Dawn T. Talbott to pick up the documents left for me at the business office of our company. I am sick and unable to pick them up myself.

Please note the date and time in which the documents were picked up as they are of a sensitive nature.

(make sure to include the signature here)

Sincerely,

[Senders Name]
[Senders Title]