[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 Mr. Daniel I. Stoner to travel to X island on February 7, 2009.

Sincerely,

[Senders Name]
[Senders Title]