



[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 mother, Mrs. Eva G. Tores, to pick up and travel with one Sally T. Hansen and one Matthew T. Hansen.

I am currently out of town, and I cannot be able to pick them up myself.

Sincerely,

[Senders Name]

[Senders Title]