



[Senders Name]
[Address line 1]
[Address line 2]
[State, ZIP Code]

[Letter Date]

[Recipients Name]
[Address line 1]
[Address line 2]
[State, ZIP Code]
[Subject: Normally bold, summarizes the intention of the letter]
To whom it may concern:

This is to allow Shane P. Yarts to pick up my personal package from the reception desk at Crowne Palace. I am currently out of town and unable to do so myself.

Signed by:
Mia Thunders
(put the signature as this is the most important part)

[Enclosures: number] (Optional)