

SAMPLE LETTER

[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] -Optional-

Dear [Recipients Name],

This letter is an authorization for my son, Joseph Q. Tabs, to be able to pick up the documents which are on top of my office desk.

The documents are to be first checked before leaving the premises.

(do not forget the distinctive signature for this)

Sincerely,

[Senders Name]

[Senders Title] -Optional-