

[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] -Optional-]

To whom it may concern:

This is to authorize Christian B. Weston to pick up the package addressed to me at the company Mail office.

I am not in town and I will be unable to pick it up myself.

Signed by:  
Charm T. Mosely

[Enclosures: number] (Optional)

cc: [Name of copy recipient] (Optional)