

[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 a letter authorizing Mr. David F. Jones to represent me in the upcoming monthly company meeting.

I shall be out of the country then and will be unable to join you. However, Mr. Jones has been adequately informed of all of the important things which I wish to bring up in the meeting.

Thank you for your understanding.

Sincerely,

[Senders Name]