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 to authorize Mr. Daniel I. Stoner to travel to X island on February 7, 2009.

Sincerely,   
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] -Optional-   
cc: [Name of copy recipient] -Optional-