**[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 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)   
  
cc: [Name of copy recipient] (Optional)