**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 one Bellatrix C. Courts to pick up the birth certificate of my daughter, one Samantha P. Park.  
  
She is also to be able to have a look at any records which may be attached to the birth certificate at hand.  
  
(the signature is very much necessary in this sort of letter)

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

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