To Whom it May Concern:

This is to authorize Michael Williams to claim my package in your office as I am currently too busy to do so. I have appended two of my ID’s – company and SSS ID to serve as proof that I have allowed the bearer of this letter to claim the package on my behalf.

Should you have any questions about the identity of the person bearing this letter, you can always call me at 452-869-745, which is also reflected on my ID’s.

Thank you and I am hoping for your consideration.

Truly yours,

(sgd.)

Sheila Petterson