

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]
Subject: Authorization for Package Pickup
Dear [Recipient Name],
I, [Your Name], hereby authorize [Authorized Person's Name] to pick up
the package on my behalf at [Location/Store Name] on [Date].
Package Tracking Number: [Tracking Number]
Package Description: [Description of Package]
[Authorized Person's Name] will present a valid identification for
verification purposes.
Thank you for your cooperation.
Sincerely,
[Your Signature]
[Your Printed Name]