

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

DHL Express

[Local DHL Office Address]  
[City, State, Zip Code]

Subject: Authorization Letter for DHL Express Services

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in all manners relating to my shipment with DHL Express. This authorization includes the right to pick up, drop off, and manage all necessary paperwork related to this shipment.

Shipment Details:

- Tracking Number: [Tracking Number]
- Description of Shipment: [Brief Description]
- Date of Shipment: [Date]

Please provide them with any assistance they may need in handling this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Position, if applicable]