

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

DHL Logistics

[Company Address]
[City, State, Zip Code]

Subject: Authorization Letter for DHL Logistics

To Whom It May Concern,

I, [Your Name], the undersigned, hereby authorize [Authorized Person's Name] to act on my behalf in all manners relating to my shipments and handling with DHL Logistics. This includes, but is not limited to, picking up and delivering packages, signing documents, and obtaining information regarding shipments.

[Authorized Person's Name] is my [relationship, e.g., colleague, friend, etc.], and can be contacted at [Authorized Person's Phone Number] and [Authorized Person's Email Address].

This authorization will remain in effect until [end date, if applicable] or until revoked in writing by me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]