

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

DHL Express

[Recipient's Address]
[City, State, Zip Code]

Subject: Authorization Letter for DHL Shipment

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to collect, receive, and sign for my shipment on my behalf with DHL. The details of the shipment are as follows:

- Air Waybill Number: [AWB Number]
- Description of Goods: [Description]
- Estimated Delivery Date: [Date]

I confirm that [Authorized Person's Name] has my full permission to handle all necessary documentation required for the collection of this shipment.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]