

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

DHL Express

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

Subject: Authorization Letter for DHL Courier

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf to send and receive documents through DHL courier services. This authorization is valid for a one-time shipment on [Date of Shipment].

Details of the shipment are as follows:

- Sender: [Your Name]
- Recipient: [Recipient's Name]
- Tracking Number: [Tracking Number] (if available)

[Authorized Person's Name] will present their identification upon request.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]