

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

DHL Express

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

Subject: Authorization Letter for Shipment

Dear [DHL Office/Representative Name],

I, [Your Full Name], hereby authorize [Authorized Person's Name] to act on my behalf regarding the shipment of my package(s) with DHL.

Details of the Shipment:

- Tracking Number: [Tracking Number]
- Description of Package: [Brief Description]
- Pickup Location: [Pickup Address]
- Delivery Address: [Delivery Address]

I affirm that [Authorized Person's Name] has permission to sign any necessary documents and handle all matters related to this shipment.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position/Title, if applicable]
[Company Name, if applicable]