

[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 Shipping

To Whom It May Concern,

I, [Your Full Name], hereby authorize [Authorized Person's Full Name] to act on my behalf regarding the shipment of my package(s) through DHL. The details of the shipment are as follows:

- Shipment Tracking Number: [Tracking Number]
- Package Description: [Brief Description of Package]
- Sender Address: [Your Address]
- Recipient Address: [Recipient's Address]

This authorization includes, but is not limited to, signing any necessary documents, making payments, and collecting or dropping off my package(s) at the DHL facility.

I confirm that [Authorized Person's Full Name] is fully equipped to handle this shipment in my absence.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]