

[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 for Package Pickup

To Whom It May Concern,

I, [Your Full Name], hereby authorize [Authorized Person's Full Name], holding identification number [ID Number of Authorized Person], to pick up the package on my behalf from your facility.

Package Details:

- Tracking Number: [Tracking Number]
- Description of Package: [Brief Description of Package]

I confirm that [Authorized Person's Full Name] is aware of the pickup details and is authorized to sign any necessary documents on my behalf.

Thank you for your assistance.

Sincerely,

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