

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

Subject: Authorization Letter for DHL Shipment

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf regarding the DHL shipment of [description of the items, e.g., packages, documents] with tracking number [Tracking Number]. This authorization is valid for [specific date or duration, e.g., "until the package has been delivered" or "from [start date] to [end date]"].

[Authorized Person's Name] has my permission to:

1. Drop off the shipment at the DHL location.
2. Sign any necessary documents related to this shipment.
3. Collect any packages or documents on my behalf.

Please find attached a copy of my ID and [any other required documents].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]