

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

DHL Express

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

Subject: Clearance Authorization Letter

Dear Sir/Madam,

I, [Your Full Name], hereby authorize [Name of Authorized Person] to act on my behalf in relation to the clearance of my shipment with tracking number [Tracking Number].

Details of the shipment:

- Description of goods: [Description]
- Invoice number: [Invoice Number]
- Consignee: [Your Name/Company Name]
- Consignee address: [Your Address]

I confirm that the authorized person has the right to receive, sign for, and act on my behalf for all necessary documentation related to the said shipment.

Thank you for your assistance.

Sincerely,

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