

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

DHL Express

[Company Address]  
[City, State, ZIP Code]

Subject: Delivery Authorization Letter

To Whom It May Concern,

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

- Tracking Number: [Tracking Number]
- Sender's Name: [Sender's Name]
- Delivery Address: [Delivery Address]

Please allow [Authorized Person's Name] to receive and sign for my package(s). Their identification details are as follows:

- ID Type: [Type of ID]
- ID Number: [ID Number]

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]