

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

DHL Express

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

Subject: Shipment Authorization Letter

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in all manners relating to my shipment with DHL. This authorization includes, but is not limited to, signing for the shipment, collecting it from the DHL office, and handling any related inquiries or issues.

Details of the Shipment:

Tracking Number: [Tracking Number]

Contents of Shipment: [Description of Contents]

Sender's Name: [Your Name]

Receiver's Name: [Receiver's Name]

This authorization is valid from [Start Date] to [End Date].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]