

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

DHL Customer Service

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

Subject: Authorization Letter for DHL Shipment

Dear Sir/Madam,

I, [Your Full Name], hereby authorize [Authorized Person's Name] to act on my behalf in all matters relating to the shipment of my package with DHL, tracking number [Tracking Number].

[Authorized Person's Name] is permitted to collect the package and handle any necessary paperwork associated with this shipment.

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

Thank you for your assistance.

Sincerely,

[Your Signature (if submitting in hard copy)]
[Your Printed Name]