

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

DHL Express

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

Subject: Authorization Letter for DHL Services

To Whom It May Concern,

I, [Your Full Name], hereby authorize [Authorized Person's Full Name] to act on my behalf in all matters related to DHL services, including but not limited to the pickup, delivery, and signing of documents related to my shipments.

Details of the Authorized Person:

- Name: [Authorized Person's Full Name]
- Address: [Authorized Person's Address]
- Phone Number: [Authorized Person's Phone Number]

This authorization is valid from [Start Date] to [End Date]. Please provide all necessary assistance to [Authorized Person's Full Name] in handling my shipments during this period.

Thank you for your cooperation.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]