

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

DHL Express

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

Subject: Authorization to Collect Package

Dear Sir/Madam,

I, [Your Name], hereby authorize [Authorized Person's Name] to collect my DHL package on my behalf. The tracking number for the package is

[Tracking Number].

[Authorized Person's Name] will present a valid form of identification for verification purposes.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]