

[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 Letter

Dear DHL Team,

I, [Your Name], holding the position of [Your Position] at [Your Company Name], hereby authorize [Authorized Person's Name] to act on my behalf regarding all matters related to the shipment and delivery of packages through DHL.

[Authorized Person's Name] is allowed to sign documents, collect packages, and handle any inquiries related to the shipping process. This authorization is valid from [Start Date] to [End Date].

Thank you for your assistance.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]