

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

DHL Express

[Branch Address]
[City, State, Zip]

Subject: Authorization Letter

Dear Sir/Madam,

I, [Your Name], hereby authorize [Recipient's Name] to act on my behalf for the shipment of [description of items] through DHL Express. This authorization includes the ability to pick up and deliver the package(s) as well as sign any necessary documents related to this shipment.

Details of the shipment:

- Tracking Number: [Tracking Number]
- Sender Name: [Sender's Name]
- Receiver Name: [Receiver's Name]
- Shipment Date: [Shipment Date]

Attached are copies of my identification and any relevant documents for verification purposes.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]