

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

DHL Express

[Recipient's Address]  
[City, State, ZIP Code]

Dear DHL Team,

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in receiving the package with tracking number [Tracking Number]. Please allow [Authorized Person's Name] to collect the package on [Date of Collection].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]