

[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 for Shipment Collection

Dear Sir/Madam,

I, [Your Name], hereby authorize [Authorized Person's Name] to collect my shipment on my behalf.

Details of the shipment are as follows:

- Tracking Number: [Insert Tracking Number]
- Shipment Description: [Brief description of the contents]

The authorized person can be reached at [Authorized Person's Phone Number].

Please provide them with the necessary assistance in collecting my package.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]