

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

FedEx Customer Service

[FedEx Location/Branch Address]

[City, State, Zip Code]

Subject: Authorization for Package Pickup

To Whom It May Concern,

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

[Tracking Number].

Please allow [Authorized Person's Name] to collect the package for me.

They will present this letter along with their identification for verification.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]