

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

FedEx Customer Service
[FedEx Location Address]
[City, State, Zip Code]

Subject: Authorization Letter for Package Pickup

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in all manners relating to my FedEx shipments, including, but not limited to, picking up packages and signing for deliveries.

Details of the shipment are as follows:

- Package Tracking Number: [Tracking Number]
- Sender Name: [Your Name]
- Recipient Name: [Recipient's Name]
- Delivery Address: [Delivery Address]

I confirm that [Authorized Person's Name] is permitted to collect the package listed above from your facility. This authorization is valid until [End Date of Authorization].

Please provide [Authorized Person's Name] with the necessary assistance in this matter.

Thank you for your cooperation.

Sincerely,

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