

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

FedEx Customer Service

[FedEx Office Address]  
[City, State, Zip Code]

Subject: Authorization Letter for Shipment

Dear FedEx Customer Service,

I, [Your Name], authorize [Name of Authorized Person] to act on my behalf regarding the shipment of my package(s) with tracking number(s) [Tracking Number(s)].

Please allow [him/her/them] to collect, sign for, and handle all necessary documentation related to this shipment.

Details of the sender:

- Name: [Your Name]
- Address: [Your Address]
- Phone: [Your Phone Number]
- Email: [Your Email Address]

Details of the authorized person:

- Name: [Name of Authorized Person]
- Relationship: [Your Relationship to Authorized Person]
- Phone: [Phone Number of Authorized Person]

Thank you for your assistance.

Sincerely,

[Your Signature]  
[Your Printed Name]