

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

FedEx Customer Service

[P.O. Box or Office Address]
[City, State, Zip Code]

Subject: Authorization for Package Collection

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to collect my package on my behalf from FedEx. The details of the package are as follows:

- Tracking Number: [Tracking Number]
- Shipment Reference: [Reference Number]
- Date of Shipment: [Date]

[Authorized Person's Name] will present a valid form of identification and a copy of this letter during the collection process.

Thank you for your assistance.

Sincerely,

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