

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

FedEx Customer Service

[Appropriate FedEx Location Address]
[City, State, ZIP Code]

Subject: Authorization Letter for FedEx Shipments

Dear FedEx Customer Service,

I, [Your Name], the undersigned, am writing to formally authorize [Authorized Person's Name] to act on my behalf for the purpose of managing and processing shipments with FedEx. This authorization includes, but is not limited to, the following responsibilities:

- Picking up packages
- Dropping off packages
- Obtaining shipping labels
- Signing for deliveries
- Handling any issues related to shipments

Details of the authorized individual are as follows:

Name: [Authorized Person's Name]

Address: [Authorized Person's Address]

Phone Number: [Authorized Person's Phone Number]

Email: [Authorized Person's Email]

This authorization is effective from [Start Date] until [End Date], or until it is revoked in writing by me. Please note that the authorized individual will present a copy of this authorization letter along with identification for verification purposes.

Should you have any questions regarding this authorization, please feel free to contact me at the phone number or email address provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]