

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

FedEx Customer Service

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

Subject: Authorization Letter

Dear FedEx Customer Service,

I, [Your Name], hereby authorize [Authorized Person's Name] to pick up and/or drop off my package on my behalf.

Details of the shipment:

- Tracking Number: [Tracking Number]
- Package Description: [Description of Package]

This authorization is valid from [Start Date] to [End Date]. I appreciate your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]