

[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 Package Pickup

Dear FedEx Customer Service,

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf and pick up my package(s) with tracking number(s) [List Tracking Numbers] from your location at [FedEx Office Address].

This authorization is valid from [Start Date] to [End Date].

Thank you for your assistance.

Sincerely,

[Your Signature]  
[Your Printed Name]