

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

FedEx Customer Service

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

Subject: Service Authorization Letter

Dear FedEx Customer Service,

I, [Your Name], am writing to authorize [Authorized Person's Name] to act on my behalf in regard to my FedEx shipment with tracking number [Tracking Number].

This authorization includes, but is not limited to, the ability to:

1. Pick up packages.
2. Sign for deliveries.
3. Receive and inspect shipment details.

Please allow [Authorized Person's Name] to perform these actions starting from [Start Date] to [End Date].

Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]