

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

FedEx Customer Service

[FedEx Office Address or Branch]
[City, State, ZIP Code]

Subject: Shipping Authorization Letter

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in all matters related to the shipment of my package(s) with FedEx.

Details of the shipment:

- Tracking Number: [Tracking Number]
- Package Description: [Brief Description of the Package]
- Shipment Date: [Expected Shipment Date]

[Authorized Person's Name] is permitted to drop off and sign for any necessary documentation related to the shipment.

Please provide them with the necessary assistance.

Thank you for your attention to this matter.

Sincerely,

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