

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

FedEx Office

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

Subject: Authorization Letter for Shipment

To Whom It May Concern,

I, [Your Name], am writing to formally authorize [Authorized Person's Name] to act on my behalf in relation to the shipment of my package with FedEx.

Details of the Shipment:

- Tracking Number: [Tracking Number]
- Shipment Date: [Date]
- Destination: [Destination Address]

I confirm that [Authorized Person's Name] is permitted to collect, receive, and sign on my behalf for the mentioned shipment.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (optional)]
[Your Printed Name]
[Your Position/Title (if applicable)]