

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
FedEx  
[FedEx Address]  
[City, State, Zip Code]  
Subject: Authorization Letter for Package Pickup/Delivery  
To Whom It May Concern,  
I, [Your Name], hereby authorize [Authorized Person's Name] to act on my  
behalf for the purpose of picking up/delivering packages at FedEx.  
\*\*Details of Authorized Person:\*\*  
Name: [Authorized Person's Name]  
Address: [Authorized Person's Address]  
Phone Number: [Authorized Person's Phone Number]  
\*\*Details of Shipment:\*\*  
Tracking Number: [Tracking Number]  
Pickup/Delivery Address: [Pickup/Delivery Address]  
This authorization is valid until [End Date] or until I provide written  
notice to revoke it.  
Thank you for your cooperation.  
Sincerely,  
[Your Signature]  
[Your Printed Name]