

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

FedEx

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

Dear FedEx Representative,

Subject: Authorization for Package Pickup/Delivery

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf for the purpose of picking up and/or delivering packages on behalf of [Your Company/Organization]. This authorization is valid for the following shipment(s):

- Package Tracking Number: [Tracking Number]
- Shipment Date: [Date]
- Sender Address: [Sender's Address]
- Recipient Address: [Recipient's Address]

[Authorized Person's Name] is to present a valid form of identification when picking up or delivering the packages.

Please contact me at [Your Phone Number] or [Your Email Address] should you have any questions regarding this authorization.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Company/Organization]