

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

FedEx Corporation

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

Subject: Authorization Letter

Dear FedEx Team,

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf for the shipment of packages. This authorization includes signing documents and receiving shipments at the FedEx location mentioned above.
Details:

- Authorized Person's Name: [Authorized Person's Name]
- Tracking Number: [Tracking Number]
- Shipment Details: [Brief description of shipment]

This authorization is valid from [Start Date] to [End Date]. Please provide any assistance needed during this period.

Thank you for your cooperation.

Sincerely,

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