

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

FedEx Customer Service

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

Subject: Authorization for Package Delivery

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to collect and receive my package on my behalf. The tracking number for the package is [Tracking Number].

Please allow [Authorized Person's Name] to sign for and pick up my package from your facility.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]