

[Your Company Letterhead]

[Date]

FedEx Customer Service

[FedEx Address]

[City, State, Zip Code]

Subject: FedEx Authorization Letter

To Whom It May Concern,

I, [Your Full Name], am the [Your Position] of [Your Company Name], and I hereby authorize [Authorized Person's Name] to act on behalf of our company regarding all matters related to FedEx shipments and services.

[Authorized Person's Name] is authorized to pick up and drop off packages, as well as to obtain shipping information and billing details for our account.

****Account Details:****

- Company Name: [Your Company Name]

- FedEx Account Number: [Your Account Number]

If you have any questions or require further verification, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]