

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

[Recipient Name]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Subject: International Shipping Authorization

Dear [Recipient Name],

I, [Your Full Name], hereby authorize [Recipient's Company Name] to ship my goods internationally on my behalf. The details of the shipment are as follows:

- Description of Goods: [Brief description of the items being shipped]
- Quantity: [Number of items]
- Destination: [Complete shipping address]
- Shipping Method: [Preferred shipping method, if applicable]

I acknowledge that I am responsible for any customs duties, taxes, and other charges associated with this shipment.

Please ensure that all necessary documentation is completed accurately and that my goods are handled with care.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]