

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to pick up my belongings on my behalf from [Location] on [Date].

Please find my identification details below:

- Full Name: [Your Full Name]
- Address: [Your Address]
- Phone Number: [Your Phone Number]

The authorized person's identification is:

- Full Name: [Authorized Person's Full Name]
- Phone Number: [Authorized Person's Phone Number]

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]