

Authorization Letter for Parcel/Package Collection (Simple)

Subject: Authorization to Collect Package

Hello,

I'm expecting a delivery under tracking number [Tracking Number] addressed to [Your Name] at [Address].

Since I won't be available, I'm authorizing [Person's Name] to pick up this package for me. They'll show their ID ([ID Number]) when collecting it.

Package details: [Brief description if known]

Please release the package to [Person's Name] upon presentation of this letter and their identification.

You can reach me at [Phone/Email] if there are any issues.

Thanks!

[Your Name]

[Date]

[Your Signature, if printed]

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