

Sample Authorization to Collect a Package

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to collect a package on my behalf with tracking number [Tracking Number], from [Courier Company]. The package contains [Description of Contents].

I grant permission for [Authorized Person's Name] to sign for and receive the package in my absence.

Please consider this letter as my formal authorization for package collection.

Sincerely,

[Your Signature]

[Your Printed Name]

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