

Sample Authorization to allow someone to receive a shipment for you

Your Name

Your Address

Recipient Name

Recipient Address

Dear [Recipient Name],

My name is [your name] and I am expecting shipment number [12346] from you on [some date].

I may not be available at the time of delivery, so I request from you to hand over the goods to [Mr. John Smith] instead.

I kindly ask you to verify the identity of the receiver upon delivery. Thank you for your understanding and cooperation.

Sincerely,

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