**Authorization Letter to Claim Package**

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Courier Service/Company Name]

[Address]

[City, State, ZIP Code]

Subject: Authorization Letter to Claim Package

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to claim the package with tracking number [Tracking Number] on my behalf. Due to [mention the reason, such as work commitments, travel, or personal matters], I am unable to collect the package in person.

Details of the authorized person:

Name of Authorized Person: [Authorized Person's Name]

Relationship to the Package Recipient: [Authorized Person's Relationship to You]

ID/Passport Number of Authorized Person: [Authorized Person's ID/Passport Number]

Date of Birth of Authorized Person: [Authorized Person's Date of Birth]

I trust that [Authorized Person's Name] will adhere to all necessary procedures and requirements during the claiming process. [He/She] will present this authorization letter along with [his/her] identification for verification purposes.

If there are any additional forms or documentation required by your courier service, kindly provide them to [Authorized Person's Name]. Your cooperation in facilitating this process is greatly appreciated.

For any inquiries or if further verification is needed, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and assistance.

Sincerely,

[Your Full Name and Signature]