

Authorization Letter for Parcel Pickup

This **authorization letter form** sample is designed to grant permission for someone else to pick up parcels on your behalf. It ensures a smooth and authorized parcel retrieval process while protecting your privacy and security. Use this template to clearly communicate the authorized person's details and the scope of their permission.

Sender's Information

Full Name:

Address:

Contact Number:

Authorized Person's Information

Full Name:

Identification Type & Number:

e.g., Passport, Driver's Lic

Contact Number:

Parcel Details

Tracking Number(s):

Parcel Description:

Date of Authorization:

I, [Sender's Full Name], hereby authorize [Authorized Person's Full Name] to collect the above-described parcel(s) on my behalf. The authorized person will present valid identification upon collection.

Sender's Signature:

Submit