**(First-party’s Name)**

(Address)

(City, Zip code)

(Date)

**(Name of Courier Company)**

(Address)

(City, Zip code)

To Whom It May Concern:

I, ***(state your name)***, do hereby authorize the bearer of this letter, ***(state name of bearer****),* to claim my package on my behalf. I am unable to receive this in person due to **(*state reason for absence****)*.

Attached herewith is my **(*name of 1 valid ID)***and the **(*name of the bearer’s valid ID)***of the representative for further verification purposes.

Thank you very much and looking forward to your consideration.

Sincerely,

(***signature over printed name****)*