

## **Authorization Letter Claiming A Package**

Date

To,  
[Company Name]

Subject: Authorization to Receive Package

Hi [Name],  
I'm authorizing you to sign for and pick up my package from the [Company name] on my behalf. I'll be unavailable to do so myself, as I'll be busy with work at that time.

I have included my identity document with this letter to demonstrate that the person to whom this letter is addressed can receive and keep my package. Please contact me at [Email/contact number] if you have any questions about this authorization letter.

Thanks,

[Your Name]