

Date:

To Whom it May Concern:

This is to authorize _____, to claim my package in your office as I am currently too busy to do so. I have appended two of my ID's – _____ and _____ to serve as proof that I have allowed the bearer of this letter to claim the package on my behalf.

About the identity of the person bearing this letter, you can always call me at _____, which is also reflected in my ID's.

Thank you and I am hoping for your consideration.

Truly yours,

