[Sender Name]

[Sender Designation]

[Company Address]

Date:

[Name of Recipient]

[Designation of Recipient]

**Subject: Authorization Letter to Pick up a Personal Package**

Dear Sir/Madam,

This is to inform you that I authorize my brother, Mr. [name of brother] to pick up my personal package from the reception desk of [mention name of the company or organization] on my behalf. I will not be available here from [mention start date] to [mention end date]. The details of my representative are:

[mention details of your representative such as name, address, drivers license number or some ID number, and signatures, etc.]

If you have any queries or questions regarding this authorization, you can contact me through the given below contact details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]