

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to endorse the delivery of the parcel addressed to me at the above address. Due to unforeseen circumstances, I am unable to receive the package personally. Therefore, I authorize [Courier Service Name] to deliver the parcel to my address.

Please ensure that the delivery is executed with care and to my specified address:

[Your Address]

If there are any issues with the delivery, please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]