

Swift Shipping Authorization

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Shipping Company Name] to act on my behalf to ship the following items:

- Item 1: [Description]
- Item 2: [Description]
- Item 3: [Description]

Shipping Address:

[Recipient Name]

[Street Address]

[City, State, Zip Code]

Please contact me at [Your Phone Number] or [Your Email] for any inquiries.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Phone Number]

[Your Email]