

Date: [Insert Date]

To:

[Warehouse Name]

[Warehouse Address]

[City, State, Zip Code]

Subject: Warehouse Receipt Release Authorization

To Whom It May Concern,

This letter serves as formal authorization to release the goods currently held in your facility under the following Warehouse Receipt:

- **Warehouse Receipt Number:** [Insert Number]
- **Date of Issue:** [Insert Date]
- **Description of Goods:** [Insert Description]
- **Quantity/Units:** [Insert Quantity]

Please release the aforementioned items to the following authorized party:

Authorized Recipient: [Name of Person or Company]

Identification Type/Number: [e.g., Driver's License or ID]

Vehicle License Plate (if applicable): [Insert Number]

The authorized recipient is permitted to take full possession of the goods. All applicable storage fees and handling charges have been or will be settled as per our agreement.

Should you require any further verification, please contact me directly at [Insert Phone Number].

Thank you for your assistance.

Sincerely,

[Authorized Signature]

[Printed Name]

[Company Name]

[Title]