January 01, 2021

Supervisor  
Cargo Accounts Office  
The Port Authority of Trinidad and Tobago  
Dock Road  
**Port of Spain**

Dear Sir/Madam,

I, Jane Smith of One Woodbrook Place, Port of Spain, DP# 9201234 or ID# 1234567891 or PP# T123456 hereby authorise **ABC Brokerage Company** to conduct all transactions related to the processing of documents and clearance of cargo on my behalf as it relates to Bill of Lading XYZ123.

Attached is a copy of my Driver’s permit or National Identification or Passport.  
  
Thanking you in advance for your kind assistance.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Jane Doe  
Mobile: 456-7890