

Cheque Book Collection Authorization Letter

Dear [Bank Reprehensive Name],

I, [your name], hereby authorize [Mr. John Smith] to receive and collect the cheque book that was issued on [13 August 2015] against my bank account number [123456789].

Details of [Mr. John] including his/her signature and proof of identity are listed below. I kindly ask you to cross check this information at the time of collection.

Collector's Name: [John Smith]

Collector's Identity Type: [Passport]

Collector's Identity Number: [1234568]

Collector's Signature:

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/authorization-letter-to-collect-cheque-book>