

Cheque Book Collection Authorization Letter

Dear [Bank Representative Name],

With reference to the cheque book that was issued to me on [15 July 2015] under account number [123456789], I would like to inform you that I am authorizing [Mr. John Smith] to receive the cheque book on my behalf.

Listed below are [Mr. John]’s identity proof details for your reference and verification.

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>