

Authorization Letter To Collect Cheque Book

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to collect my cheque book on my behalf from [Bank Name]. I am unable to collect it in person due to [Specify Reason, if necessary, such as work commitments, health issues, etc.].

The following are the details of the authorized person:

Name: [Authorized Person's Name]

Relationship: [Your Relationship with the Authorized Person, e.g., spouse, sibling, friend]

Address: [Authorized Person's Address]

Identification Type: [Driver's License, Passport, etc.]

Identification Number: [Authorized Person's Identification Number]

Contact Number: [Authorized Person's Phone Number]

Email Address: [Authorized Person's Email Address]

I understand that by providing this authorization, I am entrusting [Authorized Person's Name] with the responsibility of collecting the cheque book on my behalf. I also acknowledge that any actions taken by the authorized person related to the collection of the cheque book are my sole responsibility.

I hereby declare that the information provided in this letter is accurate and complete to the best of my knowledge.

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature]

[Your Full Name]

Enclosures:

1. Copy of my identification [Optional: Attach a copy of your identification document for verification purposes, if required by the bank.]
2. Copy of authorized person's identification [Optional: Attach a copy of the authorized person's identification document for verification purposes, if required by the bank.]

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