

Formal Authorization Letter

Subject: Authorization to Collect Cheque Book

Dear Sir/Madam,

I, [Your Full Name], holding account number [Account Number], hereby authorize [Authorized Person's Full Name] to collect my cheque book on my behalf from [Bank Name].

Please provide all necessary assistance to [Authorized Person's Name] to facilitate the collection. I trust this person to handle the process responsibly.

Thank you for your cooperation.

Sincerely,

[Your Full Name]

[Contact Number]

[Date]

Get more templates here:

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