

Provisional Authorization Email

Subject: Provisional Authorization to Collect Cheque Book

Hi [Bank Officer Name],

This email is to authorize [Authorized Person's Name] to collect my new cheque book for account number [Account Number]. Kindly allow them to complete the process on my behalf.

Attached is a copy of my ID for verification purposes. Please let me know once the cheque book has been handed over.

Best regards,

[Your Full Name]

[Email Address]

[Date]

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