

Heartfelt Authorization Letter

Subject: Authorization to Collect Cheque Book

Dear [Bank Name],

I hope this message finds you well. I am currently unable to collect my cheque book for account [Account Number] due to personal reasons. I kindly authorize my [relation, e.g., brother/sister] [Authorized Person's Name] to collect it on my behalf.

I deeply appreciate your assistance and understanding in this matter.

Warm regards,

[Your Name]

[Contact Information]

[Date]

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