

# Authorization Letter To Pick Up Check

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Authorization Letter to Pick Up Check

Dear [Recipient's Name],

I am writing to grant permission to [Authorized Person's Name], whose details are provided below, to collect and receive a check on my behalf from [Company/Organization Name]. I am unable to personally collect the check due to [state the reason for not being able to pick up the check, such as work commitments, health reasons, etc.].

Authorized Person's Name: [Authorized Person's Full Name]

Authorized Person's ID/Passport Number: [Authorized Person's ID/Passport Number]

Relationship to Me: [Authorized Person's relationship to you, e.g., friend, family member, colleague]

I hereby authorize [Authorized Person's Name] to sign any documents and undertake any necessary actions related to the collection of the check. I understand that this authorization includes the responsibility to provide identification if requested by [Company/Organization Name] or any relevant parties.

Please find attached a copy of my identification (Driver's License/Passport) for verification purposes.

I kindly request that you provide [Authorized Person's Name] with all necessary assistance and information to facilitate the smooth and prompt collection of the check. The check can be collected

from [Company/Organization Name]'s office at [Office Address] during normal business hours.

I trust that [Authorized Person's Name] will handle this matter responsibly and that the collection process will be completed without any inconvenience. If there are any further details required or if you need to contact me, please feel free to reach out to me via email at [Your Email Address] or by phone at [Your Phone Number].

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Full Name]

[Your Signature - If Sending a Physical Copy]

Enclosures: Copy of ID (Driver's License/Passport)