

Authorization Letter to Encash Check

Subject: Authorization Letter to Encash Check

[Date]

[Recipient Name]

[Bank Name]

[Address]

Dear [Recipient Name],

I, [your name], hereby give my written authorization to [Mr. John] to encash check number [123456] on my behalf.

Enclosed with this letter are copies of my personal identification for your reference. You may also contact me at any time if necessary.

Thank you for your cooperation and understanding.

Sincerely,

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