

Professional authorization for company accountant

Subject: Authorization to Encash Check on Behalf of Company

Dear [Bank Manager's Name],

This letter authorizes our company accountant, [Authorized Person's Name], to encash check number [Check Number] drawn under [Company Name]. Due to my unavailability, I am delegating this responsibility to the said employee.

Enclosed are copies of the accountant's company ID and this letter duly signed and stamped by our office.

Thank you for your cooperation.

Sincerely,

[Authorized Signatory's Name]

[Position]

[Company Name]

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