

Informal but polite letter

Subject: Authorization to Encash My Check

Dear [Bank Officer's Name],

I hope this note finds you well. I'm authorizing my friend [Authorized Person's Name] to encash my check number [Check Number] since I won't be around this week. You can find attached both our IDs for verification.

Please help them with the process. Thank you so much!

Warm regards,

[Your Name]

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