

Formal authorization to encash check

Subject: Authorization to Encash Check

Dear Sir/Madam,

I, [Your Full Name], hereby authorize [Authorized Person's Full Name], bearing ID number [ID Number], to encash the check issued in my name with check number [Check Number], dated [Date], drawn on [Bank Name]. Due to my [reason, e.g., unavailability, illness, travel], I am unable to appear in person to encash the said check.

Please find attached a copy of my valid ID and the ID of the authorized person for your verification and record purposes. Kindly extend your assistance to [Authorized Person's Name] in completing this transaction smoothly.

Thank you for your understanding and cooperation.

Sincerely,

[Your Full Name]

[Your Signature]

[Contact Information]

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