

Simple and short version of authorization to encash check

Subject: Permission to Encash My Check

Dear [Bank Manager's Name],

I am writing to authorize [Authorized Person's Full Name] to encash my check number [Check Number] from your branch, as I am unable to visit personally at the moment. Attached are copies of our valid IDs for verification.

Please assist them in this matter. Thank you for your help.

Sincerely,

[Your Name]

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