

Professional letter for company check encashment

Subject: Authorization to Encash Company Check

Dear [Bank Manager's Name],

This is to authorize [Authorized Employee's Full Name], an employee of [Company Name], holding ID number [ID Number], to encash the company check number [Check Number] dated [Date] on behalf of our organization. This authorization is issued due to the unavailability of the undersigned.

Attached are copies of the employee's ID and the company identification for your reference.

Kindly accommodate the transaction accordingly.

Thank you for your kind assistance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-authorization-letter-to-encash-check>