

Letter authorizing a family member

Subject: Authorization for Family Member to Encash Check

Dear [Bank Officer's Name],

I, [Your Name], hereby authorize my [relation, e.g., brother/sister/spouse], [Authorized Person's Name], to encash my check number [Check Number] dated [Date] at your branch. I am unable to do so personally due to [state reason briefly].

Enclosed are copies of both our IDs for verification. Kindly allow [him/her] to complete the transaction on my behalf.

Thank you for your consideration.

Yours truly,

[Your Name]

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