

Quick authorization sent via email

Subject: Urgent Authorization to Encash Check

Dear [Bank Name] Team,

This email serves as my authorization for [Authorized Person's Full Name] to encash check number [Check Number] on my behalf. I am out of town and unable to do this personally.

Please verify the attached identification documents for both of us. I appreciate your urgent attention to this matter.

Kind regards,

[Your Name]

[Contact Information]

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