

Sample authorization for encash a cheque

Your Name

Your Address

Your Contact Details

Bank Name

Bank Address

Dear Bank Manager,

This is to authorize [Mr. John] (ID number 45680) to encash cheque number [566] (amount is \$8000) that is issued to me by [issusing party name] on [cheque date].

I kindly ask you to facilitate the fund transfer process as described therebefore.

Sincerely,

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