# LETTER TEMPLATE

# Authorization Letter To Collect Cheque Book

**{{Address Sender}}**

Date: May 22, 20XX

**{{Name Recipient}}
{{Address Recipient}}**
 **Subject**: **{{Subject}}**

Dear Sir/Madam **{{Name}}**,

I hereby authorize **{{the authorized person’s name}}** to collect the Cheque book that was issues on **{{issued date}}** on my behalf. This letter is a onetime authorization limited to only collecting the Cheque book with no additional permissions.

Listed below are the collector’s name and identity proof details for your reference and verification process.

Collector’s Name: **{{Name}}**

Collector’s Identity Type: **{{Passport}}**

Collector’s Identity Number: **{{ID number}}**

Collector’s Signature:

Yours sincerely,

**{{Signature}}**

**{{Formal Name}}**