**EMAIL TEMPLATE**

**EMAIL AUTHORIZATION TO COLLECT CHEQUE BOOK**

The Branch Manager,

Date: \_\_/\_\_/\_\_\_\_ **(Date)**

Subject: Authority letter for collection of cheque book by \_\_\_\_\_\_\_\_\_\_\_\_ **(name of the person)**

Sir/Madam,

I \_\_\_\_\_\_\_\_\_\_\_ **(Your Name)** hold a \_\_\_\_\_\_\_\_\_\_ **(Type of Account)** bearing Account no. \_\_\_\_\_\_\_\_\_ in your Bank.

I hereby authorize Mr/Mrs/Miss \_\_\_\_\_\_\_\_\_\_\_\_ **(Name)** to collect cheque book of \_\_\_\_\_\_\_ leaves for the account \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Account Number)**. I am unable to come to branch as I am occupied by / for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Reason of not being able to come to bank).**

I request you to kindly handover the cheque book of the above-mentioned account to Mr/Mrs/Miss \_\_\_\_\_\_\_\_\_\_\_\_ whose signature is attested below. I am enclosing a copy of \_\_\_\_\_\_\_\_ **(ID Proof/Address Proof)** attached herewith.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For any queries, please feel free to reach out on:  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Contact Number),**  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Email ID)**

Sincerely,  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Name)**  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Account Number)**

Encl: \_\_\_\_\_\_\_\_\_\_ **(Copy of ID /Address Proof/Any other supporting documents)**