**Authorization letter format**

(Name)  
(Address)  
(Contact Information)  
(Date)

This section given above should include your name, address, contact information, and the date.

The section given below should include the name, job title, and address of the recipient.

(Name)  
(Job Title)  
(Address)

Dear XYZ, (Here XYZ is the bank representative)

I, \_\_\_\_\_\_\_\_ hereby authorize Mr/Ms \_\_\_\_\_\_\_\_\_\_\_ to collect and receive the cheque book issued on \_\_\_\_\_\_\_\_\_ against the bank account number \_\_\_\_\_\_\_\_\_\_\_.

Mr/Ms \_\_\_\_\_\_\_\_\_\_\_ details along with signature and identity proof are listed below. Kindly check the relevant information at the time of checkbook collection.

Name:  
Identity Type:  
Identity Number:  
Signature:

The section above would include information about the collector’s name, identity type, number, and signature.

Sincerely,  
(Name)

This section would include your name.