**LETTER TEMPLATE**

**Authorization Letter to collect cheque book**

Date: May 22,20XX

**Subject:** Authorization Letter to collect Chequebook

To Whom it May Concern:

I, **[NAME INDIVIDUAL]**, hereby authorize **[NAME AUTHORIZED PERSON]** to claim my checkbooks and to represent me in my banking transactions with regards to my bank account number **[ACCOUNT NUMBER].**

This is to certify my **[CONNECTION: IE FATHER]**, **[NAME CONNECTION]**, to claim my cheque book from your **[bank office]** on my behalf since I can’t be absent from work. To support my request, I have added 2 **(two)** proofs of my Identity, respectively:

* **[ID 1: i.e., COMPANY ID];**
* **[ID 2 i.e.: PASSPORD ID]**.

to serve as proof that I have allowed the bearer of this letter to claim the Cheque book on my behalf.

Should you have any questions about the identity of the person bearing this letter, or if you want to verify my **[CONNECTION: IE FATHER]**’s identity further, you can call me on this number: **[PHONE NR]**, which also is reflected in these documents.

Thank you and I am hoping for your smooth cooperation.

Yours sincerely,

**[NAME]**

**[SIGNATURE]**