**Authorization Letter Template to Collect Cheque Book on Behalf**

(Name)
(Address)
(Contact information)
(Date)

(Name of Recipient)
(Job Title of Recipient)
(Address of the Recipient)

Dear (Representative of Bank),

I, \_\_\_\_\_\_\_\_\_\_\_ hereby authorize Mr/Ms \_\_\_\_\_\_\_\_\_\_\_\_ to collect the cheque book issued on \_\_\_\_\_\_\_\_\_ my behalf. This letter is just a one-time authorization and there are no additional permissions.

Kindly, verify the name of the collector and identity proof from the information, which is listed below:

Name of Collector: \_\_\_\_\_\_\_\_\_\_\_
Identity Type of Collector: \_\_\_\_\_\_\_\_\_
Identity Number of Collector: \_\_\_\_\_\_\_\_\_
Signature of Collector:

Yours sincerely,
(Name)