**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)