**Authorization Letter to collect cheque book**

Dear Sir,

Thank you very much for your call to collect our payment cheque of Date. As per our conversation, one of our representative Mr. XYZ, visit you to collect the payment cheque. Furthermore, he will provide you with his copy of CNIC and Visiting Card. I request you to please give him the cheque and official invoice will be sent to you within 2 or 3 working days from our Head Office.

Regards,

Your Sincerely,

Your Name and Job Designation…

Bank name…

Branch name…

Contact no. and Signature…