**Authorization Letter To Bank for Cheque Book Collection**

To,
The Branch Manager,
\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the Bank),
\_\_\_\_\_\_\_\_\_\_\_\_ (Address)

Date: \_\_/\_\_/\_\_\_\_ (Date)

From,
\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the Authority giver),
\_\_\_\_\_\_\_\_\_\_\_\_ (Address)

Subject: Authority letter for collection of cheque book by \_\_\_\_\_\_\_\_\_\_\_\_ (name of the person)

Sir/Madam,

I \_\_\_\_\_\_\_\_\_\_\_ (Your Name) hold a \_\_\_\_\_\_\_\_\_\_ (Type of Account) bearing Account no. \_\_\_\_\_\_\_\_\_ in your Bank.

I hereby authorize Mr/Mrs/Miss \_\_\_\_\_\_\_\_\_\_\_\_ (Name) to collect cheque book of \_\_\_\_\_\_\_ leaves for the account \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Account Number). I am unable to come to branch as I am occupied by / for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Reason of not being able to come to bank).

I request you to kindly handover the cheque book of the above-mentioned account to Mr/Mrs/Miss \_\_\_\_\_\_\_\_\_\_\_\_ whose signature is attested below. I am enclosing a copy of \_\_\_\_\_\_\_\_ (ID Proof/Address Proof) attached herewith.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For any queries please feel free to reach out on:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Contact Number),
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Email ID)

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name)
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Account Number)

Encl: \_\_\_\_\_\_\_\_\_\_ (Copy of ID /Address Proof/Any other supporting documents)