**Cheque Book Collection Authorization Letter**

[Your Name]
[Your Address]
[Your Contact Information]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Address]

Dear [Bank Reprehensive Name],

I, [your name], hereby authorize [Mr. John Smith] to receive and collect the cheque book that was issued on [13 August 2015] against my bank account number [123456789].

Details of [Mr. John] including his/her signature and proof of identity are listed below. I kindly ask you to cross check this information at the time of collection.

Collector’s Name: [John Smith]
Collector’s Identity Type: [Passport]
Collector’s Identity Number: [1234568]
Collector’s Signature:

Sincerely,

[Your Name]