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| **AUTHORITY LETTER** | [Email] |
| Checkbook Pick Up | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter for Checkbook Pickup

Dear Springfield, National Bank Customer Service,

I hope this letter finds you in good health. I am writing to inform you that I am unable to personally collect my checkbook due to unforeseen circumstances. In light of this situation, I hereby authorize my father, Michael Smith, a family member of mine, to pick up my checkbook on my behalf.

**Please find below the details of the authorized person:**

* Full Name: Michael Smith
* Relationship to Me: Father
* Date of Birth: June 10, 19XX
* Contact Number: 555-987-6543

I kindly request that you assist my authorized family member in obtaining my checkbook from your branch. I understand that they will need to provide suitable identification to verify their identity. Furthermore, I assure you that I hold full responsibility for any actions taken by my authorized family member regarding the collected checkbook.

I apologize for any inconvenience this may cause and appreciate your understanding and cooperation in this matter. I trust in the professionalism of Springfield National Bank and its staff to ensure the proper handling of this authorization.

Should you require any additional information or documentation to facilitate this process, please do not hesitate to contact me at 555-123-4567 or john.smith@email.com.

Thank you for your prompt attention to this matter. I look forward to a smooth process and appreciate your assistance.

Sincerely,

John Smith