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| **Authority Letter** | [Email] |
| Checkbook Pickup | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject**: Authorization Letter for Checkbook Pickup

Dear [Bank Name] 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 [Family Member's Full Name], a family member of mine, to pick up my checkbook on my behalf.

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

Full Name: [Family Member's Full Name]

Relationship to Me: [Sibling, Parent, etc.]

Date of Birth: [Family Member's Date of Birth]

Identification Document: [Driver's License, Passport, etc.]

Identification Document Number: [Document Number]

Contact Number: [Family Member's Phone Number]

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 [Bank Name] 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 [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Full Name]

[Your Signature - if sending a physical letter]

**Enclosure:** Copy of Family Member's Identification Document

**CC:** [Family Member's Full Name]