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

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization for Checkbook Pickup

Dear Mr. Johnson,

I hope this letter finds you well. I am writing to inform you that I am currently traveling abroad and will not be available to collect my checkbook in person from City Bank. In light of this, I hereby authorize Ms. Emily Williams, a trusted individual, to collect my checkbook on my behalf.

The purpose of this authorization is to ensure the smooth handling of my financial matters during my absence. Ms. Emily Williams will be equipped with the necessary identification documents to establish her identity and relation to me.

**Below are the details of the authorized person:**

* Full Name: Ms. Emily Williams
* Relationship to Me: Cousin
* ID Number: 987654321
* Contact Number: +123-456-7890
* Email Address: emily@email.com

I kindly request that you provide Ms. Emily Williams with my checkbook and any associated documents. If there are any additional forms or procedures required to complete this process, please provide them to Ms. Emily Williams for submission.

I trust that you will facilitate this matter smoothly and professionally. I appreciate your cooperation in advance. If there are any questions or concerns regarding this authorization, please feel free to contact me via email at jane@email.com or through an international call at +987-654-3210.

Thank you for your understanding and assistance in this matter.

Sincerely,

Jane Doe