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| **Authority Letter** | [Email] |
| Collect Cheque Book | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Collect Cheque Book on My Behalf

To Whom It May Concern,

I, Jane Smith, am writing this letter to formally authorize my brother, Michael Smith, to collect my cheque book on my behalf from your esteemed bank. This authorization is necessary as I am currently undergoing medical treatment and am unable to visit the bank in person.

I understand that presenting a valid identification document is essential for the collection of the cheque book. Therefore, I have provided Michael Smith with a copy of my identification documents, including a photocopy of my driver's license and passport, to ensure the smooth processing of this request.

Please be assured that I trust Michael Smith completely and have full confidence in his ability to handle this matter responsibly and in accordance with all necessary procedures.

I kindly request your cooperation in assisting Michael Smith during his visit to your bank for the collection of my cheque book. If there are any additional forms or documents required from my end to facilitate this process, please inform Michael Smith so that he can provide the necessary information promptly.

I am grateful for your understanding and assistance in this matter. Please feel free to contact me at 555-987-6543 or via email at jane.smith@email.com if you require any further information or clarification.

Thank you for your prompt attention to this request.

Sincerely,

Jane Smith