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

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization for Checkbook Pickup on My Behalf

Dear Michael Roberts,

I hope this letter finds you well. I am writing to inform you that I am currently unwell and unable to personally visit the bank to collect my checkbook. As a result, I hereby authorize Mr. David Smith to collect my checkbook on my behalf.

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

* Full Name: David Smith
* Relationship to Me: Close Friend
* Identification Type: Driver's License
* Identification Number: DL98765432
* Contact Number: (555) 987-6543

I trust Mr. David Smith to handle this matter responsibly and ensure the security of my personal information. Kindly provide him with the requested checkbook after verifying his identification.

Please feel free to contact me at (555) 123-4567 or lisa.anderson@email.com if you require any additional information or verification.

I appreciate your understanding and assistance in this matter. Your prompt attention to this authorization letter is greatly appreciated.

Thank you for your cooperation.

Sincerely,

Lisa Anderson