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| |  | | --- | |  | | **Authority Letter**  Collection of Returned Check | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject**: Authorization Letter for Collection of Returned Check  Dear Ms. Johnson,  I hope this letter finds you well. I am writing to inform you that I am a senior citizen and due to certain physical limitations, it is difficult for me to visit the bank in person. I recently received a communication from your bank regarding a returned check (Check No: 987654) that requires my attention.  In view of the aforementioned circumstances, I hereby authorize my son, Michael Smith, a responsible member of my family, to collect the aforementioned returned check on my behalf. The purpose of this authorization is solely to ensure the prompt and hassle-free resolution of the matter without causing me any undue physical strain.  Enclosed with this letter, please find a copy of my passport and a signed copy of this authorization letter. Michael Smith will present these documents at the bank for verification purposes before collecting the returned check.  I kindly request your understanding and cooperation in facilitating the smooth collection process for Michael Smith. If there are any additional formalities or documents required, please feel free to communicate with me via phone or email at 555-555-5555 or john.smith@email.com.  I am confident that Sunset Bank will provide the necessary assistance to ensure the successful completion of this task. I sincerely appreciate your help in this matter and extend my gratitude for your understanding of my situation.  Thank you for your attention and prompt assistance. I look forward to a positive resolution.  Sincerely,  John Smith  555-555-5555  john.smith@email.com  **Enclosures:**  1. Copy of Passport | |