|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
|  |
| **Authority Letter**Checkbook Pickup |
|  |
| To[Receiver Name][Receiver Title][Addess][Email] |
|  |
| From[Sender Name][Sender Title][Addess][Email] |

 |

|  |
| --- |
| **Subject:** Authorization for Checkbook Pickup on My BehalfDear Ms. Smith,I hope this letter finds you well. I am writing to inform you that due to an unexpected family emergency, I am unable to collect my checkbook personally from Sunrise Bank. In light of this situation, I hereby authorize Ms. Sarah Johnson to collect my checkbook on my behalf.**Please find below the details of the authorized person:*** Full Name: Ms. Sarah Johnson
* Date of Birth: June 20, 19XX
* Identification Type: Driver's License
* Identification Number: DL98765432

I kindly request that you provide my authorized representative with my checkbook and any associated documents. I trust that Ms. Sarah Johnson will handle this matter with the utmost care and confidentiality.If required, please feel free to contact me at (555) 123-4567 or john.doe@email.com to verify the authenticity of this authorization. I assure you that this arrangement is temporary and is solely due to the current family emergency situation that necessitates my absence.I sincerely appreciate your understanding and assistance in this matter. Your prompt attention to this authorization would be highly appreciated.Thank you for your cooperation.Sincerely,John Doe |

 |