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| |  | | --- | |  | | **Authority Letter**  Checkbook Pickup | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | |  |   **Subject:** Authorization for Checkbook Pickup  Dear Mr. Smith,  I hope this letter finds you well. I am writing to inform you that due to certain mobility issues that I am currently facing, I am unable to personally visit the bank to collect my checkbook. Therefore, I am authorizing my nephew, John Anderson, who is a trusted individual, to collect my checkbook on my behalf.  I understand that proper identification and verification procedures are crucial for ensuring the security of my account. To facilitate this process, I have provided a copy of John Anderson’s identification documents, as well as a copy of my identification documents for your reference.  **Below are the details of the authorized person:**   * Name: John Anderson * Relationship to Me: Nephew * Contact Number: 555-555-5555 * Identification Details: Driver's License - DL987654321   I kindly request your cooperation in assisting John Anderson during his visit to First National Bank to collect my checkbook. If there are any additional requirements or forms that need to be filled out, please do not hesitate to contact me at 555-123-4567 or jane.doe@email.com.  I trust that you will provide the necessary support to ensure a smooth process for John Anderson. Your understanding and assistance in this matter are greatly appreciated.  Thank you for your attention to this request. I look forward to your positive response and a successful transaction.  Sincerely,  Jane Doe |