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| |  | | --- | | **Authority Letter**  Checkbook Pickup |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  |   Dear Jennifer Brown,  **RE:** Authorization Letter for Checkbook Pickup  I hope this letter finds you well. I am writing to inform you that due to an unavoidable work appointment that coincides with the bank's operating hours, I am unable to personally collect my checkbook from First National Bank's Maple Street Branch on August 15, 2023. In light of this situation, I hereby authorize Ms. Sarah Johnson to collect my checkbook on my behalf.  **Below are the details of the authorized person:**   * Name: Ms. Sarah Johnson * Relationship to Me: Colleague * Contact Number: (555) 789-0123   I trust Ms. Sarah Johnson to handle this matter responsibly and ensure the secure retrieval of my checkbook. I kindly request your cooperation in facilitating this arrangement by providing Ms. Johnson with my checkbook and any necessary identification that might be required.  Please feel free to reach out to me at (555) 987-6543 or john.smith@email.com if you have any concerns or require any further information regarding this authorization. I would appreciate it if you could confirm with me once the checkbook has been successfully collected.  I apologize for any inconvenience this may cause and appreciate your understanding and assistance in this matter.  Thank you for your prompt attention to this authorization. I look forward to your positive response.  Sincerely,  John Smith  **Enclosure:** Copy of Ms. Sarah Johnson's driver’s license |