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| **Authority Letter**  Checkbook Pickup |

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| To[Receiver Name][Receiver Title][Addess][Email] |
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| From[Sender Name][Sender Title][Addess][Email] |

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| **Subject:** Authorization for Checkbook PickupDear [Recipient's Name],I hope this letter finds you well. I am writing to inform you that I am currently traveling abroad and will not be available to collect my checkbook in person from [Bank Name]. Considering this, I hereby authorize [Authorized Person's Full Name], a trusted individual, to collect my checkbook on my behalf.The purpose of this authorization is to ensure the smooth handling of my financial matters during my absence. [Authorized Person's Full Name] will be equipped with the necessary identification documents to establish their identity and relation to me.**Below are the details of the authorized person:*** Full Name: [Authorized Person's Full Name]
* Relationship to Me:[Authorized Person's Relationship to You]
* ID Number: [Authorized Person's ID Number]
* Contact Number:[Authorized Person's Contact Number]
* Email Address: [Authorized Person's Email Address]

I kindly request that you provide [Authorized Person's Full Name] with my checkbook and any associated documents. If there are any additional forms or procedures required to complete this process, please provide them to [Authorized Person's Full Name] for submission.I trust that you will facilitate this matter smoothly and professionally. I appreciate your cooperation in advance. If there are any questions or concerns regarding this authorization, please feel free to contact me via email at [Your Email Address] or through an international call at [Your International Contact Number].Thank you for your understanding and assistance in this matter.Sincerely,[Your Signature][Your Full Name] |

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