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| **Authority Letter** | [Email] |
| Collect Cheque Book | [Address] |
|  | [Phone] |

**Subject:** Authorization Letter to Collect Cheque Book on My Behalf

To Whom It May Concern,

I, [Your Full Name], am writing this letter to formally authorize my [Relationship to You], [Family Member's Full Name], to collect my cheque book on my behalf from your esteemed bank. This authorization is necessary as I am currently on a business trip and will be unable to personally collect Cheque Book.

I understand that presenting a valid identification document is essential for the collection of the cheque book. Therefore, I have provided [Family Member's Full Name] with a copy of my identification documents, including [List of Identification Documents, e.g., passport, driver's license], to ensure the smooth processing of this request.

Please be assured that I trust [Family Member's Full Name] completely and have full confidence in their ability to handle this matter responsibly and in accordance with all necessary procedures.

I kindly request your cooperation in assisting [Family Member's Full Name] during their visit to your bank for the collection of my cheque book. If there are any additional forms or documents required from my end to facilitate this process, please inform [Family Member's Full Name] so that they can provide the necessary information promptly.

I am grateful for your understanding and assistance in this matter. Please feel free to contact me at [Your Contact Number] or via email at [Your Email Address] if you require any further information or clarification.

Thank you for your prompt attention to this request.

Sincerely,

[Your Full Name]

[Your Signature]