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| **Authority Letter** | [Email] |
| Checkbook Pickup | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization for Checkbook Pickup

Dear [Recipient's Name],

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 [Authorized Person's Name], 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 [Authorized Person's Name] with the necessary identification documents and authorization letter, as well as a copy of my identification documents for your reference.

**Below are the details of the authorized person:**

* Name: [Authorized Person's Name]
* Relationship to Me: [Authorized Person's Relationship to You]
* Contact Number: [Authorized Person's Phone Number]
* Identification Details: [Type of ID and ID Number]

I kindly request your cooperation in assisting [Authorized Person's Name] during their visit to the 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 [Your Phone Number] or [Your Email Address].

I trust that you will provide the necessary support to ensure a smooth process for [Authorized Person's Name]. You’re 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,

[Your Signature]

[Your Printed Name]

**Enclosures:**

* Copy of My Identification Documents
* Copy of [Authorized Person's Name]'s Identification
* Authorization Letter for Checkbook Pickup by [Authorized Person's Name]