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

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter for Checkbook Pickup on My Behalf

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally authorize [Authorized Person's Full Name] to collect my checkbook on my behalf from [Bank Name] due to circumstances preventing me from visiting the bank in person. I understand the importance of this matter and trust that my checkbook will be handed over safely to the authorized individual.

I am currently dealing with certain legal matters that require my immediate attention and presence. Unfortunately, this situation prohibits me from being able to physically come to the bank to retrieve my checkbook. In light of this, I am delegating this task to [Authorized Person's Full Name], who is a responsible and trustworthy individual.

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

* Full Name: [Authorized Person's Full Name]
* Relationship to Me: [Authorized Person's Relationship to You]
* Identification Type: [Authorized Person's ID Type (e.g., Driver's License, Passport)]
* Identification Number: [Authorized Person's ID Number]
* Contact Number:[Authorized Person's Phone Number]

I kindly request your cooperation in facilitating the smooth pickup of my checkbook by [Authorized Person's Full Name]. Please provide them with any necessary forms or documentation required for the process. I also understand that appropriate identification and verification procedures will be followed to ensure the security of my financial assets.

I would appreciate it if you could inform me via email or phone once my checkbook has been successfully collected by [Authorized Person's Full Name].

Thank you for your understanding and assistance in this matter. If you require any further information or documentation to confirm my authorization, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Signature]