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| |  | | --- | |  | | **Authority Letter**  Checkbook Pickup | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Authorization for Checkbook Pickup on My Behalf  Dear Ms. Smith,  I hope this letter finds you well. I am writing to inform you that due to an unexpected family emergency, I am unable to collect my checkbook personally from Sunrise Bank. In light of this situation, I hereby authorize Ms. Sarah Johnson to collect my checkbook on my behalf.  **Please find below the details of the authorized person:**   * Full Name: Ms. Sarah Johnson * Date of Birth: June 20, 19XX * Identification Type: Driver's License * Identification Number: DL98765432   I kindly request that you provide my authorized representative with my checkbook and any associated documents. I trust that Ms. Sarah Johnson will handle this matter with the utmost care and confidentiality.  If required, please feel free to contact me at (555) 123-4567 or john.doe@email.com to verify the authenticity of this authorization. I assure you that this arrangement is temporary and is solely due to the current family emergency situation that necessitates my absence.  I sincerely appreciate your understanding and assistance in this matter. Your prompt attention to this authorization would be highly appreciated.  Thank you for your cooperation.  Sincerely,  John Doe | |