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| |  | | --- | | **Authority Letter** Checkbook Pickup |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Authorization Letter for Checkbook Pickup  Dear Ms. Smith,  I hope this letter finds you well. I am writing to formally authorize Ms. Emily Johnson to collect my checkbook on my behalf from Secure Bank 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 Ms. Emily Johnson, who is a responsible and trustworthy individual.  **Below are the details of the authorized person:**   * Name: Ms. Emily Johnson * Address: 789 Elm Street * Contact Number: (555) 123-4567 * Relationship to Me: Neighbor   I kindly request your cooperation in facilitating the smooth pickup of my checkbook by Ms. Emily Johnson. Please provide her 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 Ms. Emily Johnson.  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 (555) 987-6543 or john.doe@email.com.  Sincerely,  John Doe | |