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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  Dear [Recipient's Name],  I hope this letter finds you well. I am writing to inform you that I am currently traveling abroad and will not be available to collect my checkbook in person from [Bank Name]. Considering this, I hereby authorize [Authorized Person's Full Name], a trusted individual, to collect my checkbook on my behalf.  The purpose of this authorization is to ensure the smooth handling of my financial matters during my absence. [Authorized Person's Full Name] will be equipped with the necessary identification documents to establish their identity and relation to me.  **Below are the details of the authorized person:**   * Full Name: [Authorized Person's Full Name] * Relationship to Me:[Authorized Person's Relationship to You] * ID Number: [Authorized Person's ID Number] * Contact Number:[Authorized Person's Contact Number] * Email Address: [Authorized Person's Email Address]   I kindly request that you provide [Authorized Person's Full Name] with my checkbook and any associated documents. If there are any additional forms or procedures required to complete this process, please provide them to [Authorized Person's Full Name] for submission.  I trust that you will facilitate this matter smoothly and professionally. I appreciate your cooperation in advance. If there are any questions or concerns regarding this authorization, please feel free to contact me via email at [Your Email Address] or through an international call at [Your International Contact Number].  Thank you for your understanding and assistance in this matter.  Sincerely,  [Your Signature]  [Your Full Name] | |