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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you that I am currently unwell and unable to personally visit the bank to collect my checkbook. As a result, I hereby authorize [Authorized Person's Name] to collect my checkbook on my behalf.

**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 trust [Authorized Person's Full Name] to handle this matter responsibly and ensure the security of my personal information. Kindly provide them with the requested checkbook after verifying their identification.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information or verification.

I appreciate your understanding and assistance in this matter. Your prompt attention to this authorization letter is greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Full Name]

[Your Signature (if sending a physical letter)]

[Your Printed Name]