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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 due to an unexpected family emergency, I am unable to collect my checkbook personally from [Bank Name]. In light of this situation, I hereby authorize [Authorized Person's Full Name] to collect my checkbook on my behalf.

**Please find below 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 that you provide my authorized representative with my checkbook and any associated documents. I trust that [Authorized Person's Full Name] will handle this matter with the utmost care and confidentiality.

If required, please feel free to contact me at [Your Phone Number] or [Your Email Address] to verify the authenticity of this authorization. I assure you that this arrangement is temporary and is solely due to the current family emergency 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,

[Your Full Name]

[Your Signature]