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

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter 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 unavoidable work appointment that coincides with the bank's operating hours, I am unable to personally collect my checkbook from [Bank Name] on [Date]. In light of this situation, I hereby authorize [Authorized Person's Full Name] to collect my checkbook on my behalf.

**Below are the details of the authorized person:**

* Name: [Authorized Person's Full Name]
* Relationship to Me: [Authorized Person's Relationship to You]
* Contact Number: [Authorized Person's Phone Number]

I trust [Authorized Person's Full Name] to handle this matter responsibly and ensure the secure retrieval of my checkbook. I kindly request your cooperation in facilitating this arrangement by providing [Authorized Person's Full Name] with my checkbook and any necessary identification that might be required.

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].if you have any concerns or require any further information regarding this authorization. I would appreciate it if you could confirm with me once the checkbook has been successfully collected. I apologize for any inconvenience this may cause and appreciate your understanding and assistance in this matter.

Thank you for your prompt attention to this authorization. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature]

**Enclosure:** Copy of [Authorized Person's Full Name]'s Identification (if required by the bank)