

## **Authorization Letter for Cheque Encashment**

[Date]

[Recipient Name]

[Bank Name]

[Address]

Subject: Authorization to Encash Check

Dear [Recipient Name],

I, [Your Name], hereby give my written authorization to [Mr./ Mrs.] to encash [check number] on my behalf.

Enclosed with this letter are copies of my personal identification for your reference. You may also contact me at any time if necessary.

Please inform me after the check has been encashed by [Authorized personnel's name] at [Your contact information]. If there are any problems or queries, please contact me on the same.

Thank you for your cooperation.

Sincerely,