

Authorization Letter for Cheque

Date

[Client name]

[Job Designation (if needed)]

[Company name],

[Company Address]

Subject: Authority Letter for Cheque Collection

Dear Sir,

I, [Your Name], hereby authorize [Name] to receive and collect the cheque collection that was issued on [Date] against my bank [Account Number].

With reference to the subject matter, we have authorized Mr. XYZ NIC # to collect our payment cheque from [Company Name, Address].

Your Sincerely,

[Your Name and Job Designation]

[Bank name]

[Branch name]

[Contact no. and Signature]