

Authorization Letter to Collect Cheque

Date:

To,
[Mr/Mrs]. [Name] [Company name],

Dear [Sir/Madam] [Name],

I, [Name], hereby authorize [Name Authorized Person] to collect the Cheque for me with a face value of \$[Amount Currency] from your branch since I am presently unable to collect it myself.

The identity verification details of [Name Authorized Person] are listed below for authentication and confirmation.

Authorized Name: [Name Authorized Person]

Authorized Identity Type: [Passport]

Authorized Identity Number:

Authorized Signature:

Please contact me directly in case you have any questions, for example about the identity of [Name Authorized Person], who is bearing this letter, you can always call me at [Phone Nr], which is also reflected on my ID's. Thank you for your kind cooperation.

Yours sincerely,
[Your name], [Company name].
[Your address]

[Recipient Name]
[Recipient Address]

Attachment:

- [ID Document: ie Company ID];
- [ID Document: 2 ie: Passpord ID]

Liham ng Awtorisasyon Upang Mangolekta ng Tsek