To Place:

The Branch Manager, Date:

Bank Name,

Address.

Sub: Authorization letter to collect the returned cheque

I hereby authorize Mr \_\_\_\_\_\_\_\_\_\_\_\_ , Id no\_\_\_\_\_\_\_\_to collect the returned cheque of cheque no\_\_\_\_\_\_\_\_\_\_\_ issued on \_\_\_\_\_\_\_\_\_ for the amount of \_\_\_\_\_\_\_\_\_\_(amount in words) on behalf of me.

I appreciate your support and for any clarification please contact me at \_\_\_\_\_\_\_\_\_\_\_\_(your mobile number)

Thanking you.

Sincerely,

\_\_\_\_\_\_\_\_\_.