To Place:

The Branch Manager, Date:

Bank Name,

Address.

Sub: Authorization letter to collect the returned cheque

 This is to authorize Mr\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of employee Id\_\_\_\_\_\_\_\_\_ to collect my cheque on behalf of me. The following are the details of the returned cheque.

Cheque no:\_\_\_\_\_\_\_\_\_\_

Issued on: \_\_\_\_\_\_\_\_\_\_

For the amount: \_\_\_\_\_\_\_\_\_\_\_(amount in words)

I hope you do the needful and for any concerns please contact me at \_\_\_\_\_\_\_\_\_\_\_\_(your mobile number)

Thanking you.

 Regards,

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