To Place:

The Branch Manager, Date:

Bank Name,

Address.

Sub: Authorization letter to collect the returned cheque

We, The XYZ pvt ltd are authorizing Mr\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of employee Id\_\_\_\_\_\_\_\_\_ to collect the cheque on behalf of us. The cheque was issued on \_\_\_\_\_\_\_\_\_\_\_\_\_(date) for the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_(amount in words) with cheque number \_\_\_\_\_\_\_\_.

We appreciate your support in this matter

Thanking you.

For the XYZ pvt ltd.

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