

Date: _____

CHEQUE ISSUE AUTHORIZATION LETTER

To,
The Branch Manager

_____ Bank
_____ Branch

Subject: Authorization to Issue Cheque

Dear Sir/Madam,

I, Mr./Ms. _____ (Account Holder), holding the account number _____ at your branch, hereby authorize Mr./Ms. _____ (Authorized Person), bearing ID proof number _____, to collect and issue the cheque on my behalf for the amount of Rs. _____ (in words: _____).

The above-mentioned person is authorized to sign, complete all formalities, and collect the cheque book/cheque on my behalf. I take full responsibility for any transaction made by the authorized person on my behalf with respect to the above-mentioned transaction.

Kindly provide all necessary assistance.

Thank you.

Sincerely,

(Signature of Account Holder)

Name: _____

Contact: _____

Important Notes:

- Always verify the identity of the authorized person while handing over cheque books or allowing cheque transactions.
- This letter should be submitted along with valid ID proof(s) of both the account holder and authorized person.
- The authorization is usually valid for the specified transaction only, unless otherwise mentioned.
- Keep a copy of this letter and any acknowledgment received from the bank for record purposes.
- Check with your bank for any additional requirements or formalities regarding cheque issue authorization.