**Authorization Letter to Bank for Cheque Withdrawal**

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Branch Address]

[City, State, ZIP Code]

Subject: Authorization Letter for Cheque Withdrawal

Dear [Bank Manager's Name],

I, [Your Full Name], am writing this letter to authorize [Authorized Person's Name] to withdraw a cheque from my account with your [Branch Name] branch. The details of the cheque are as follows:

Cheque Number: [Cheque Number]

Amount: [Amount in Words and Figures]

Payee: [Payee Name]

Date: [Date]

The details of the authorized person are as follows:

[Authorized Person's Full Name]

[Authorized Person's Address]

[Authorized Person's Contact Number]

[Authorized Person's Email Address]

I am unable to visit the bank in person to withdraw the cheque due to [mention the reason, if necessary], and I trust [Authorized Person's Name] to act as my representative for this specific purpose.

I understand that the bank may require proof of identity from [Authorized Person's Name], and I have enclosed a copy of my valid identification for verification purposes.

This authorization is valid from [Start Date] to [End Date], and I request you to release the specified cheque to [Authorized Person's Name] during this period. I kindly ask you to update your records accordingly.

Thank you for your prompt attention to this matter. If there are any additional requirements or if you need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Yours sincerely,

[Your Full Name]

[Your Signature]

[Enclosure: Copy of Identification]