

# Bank Cheque Signature Authorization Letter

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[Emily Clark]

[567 Pine Road]

[Riverdale, State, 54321]

[December 26, 2024]

[The Branch Manager]

[XYZ Bank]

[890 Bank Street]

[Riverdale, State, 54321]

## Subject

Authorization to Sign Bank Cheques on My Behalf

Dear Sir/Madam,

I, Emily Clark, hereby authorize [Authorized Person's Full Name], holder of [Authorized Person's ID number], to sign and issue cheques on my behalf for transactions related to my account number [1234567890] at XYZ Bank. This includes signing cheques for payments, withdrawals, and other banking activities as required.

This authorization is valid from [start date] to [end date], unless revoked in writing before this date. [Authorized Person's Full Name] is fully aware of their responsibilities and the scope of their authority in handling cheque-related transactions.

For verification purposes, I have enclosed copies of both my and [Authorized Person's Full Name]'s identification documents. Should you require any additional clarification, please contact me at [emily.clark@example.com] or [123-456-7890].

Thank you for your assistance.

Sincerely,

Emily Clark

[Signature]

**Enclosures**

- Copy of Emily Clark's ID proof
- Copy of [Authorized Person's Full Name]'s ID proof