

Professional Authorization Letter to Collect Check

Subject: Authorization to Collect Check

Dear [Recipient Name],

I, [Your Name], authorize [Authorized Person's Name] to collect my check issued by [Company/Bank Name], amounting to [Amount], on [Date]. They will present identification for verification.

Kindly provide them with the check and any relevant documents. I assume full responsibility for this authorization.

Sincerely,

[Your Name]

[Contact Information]

[Signature]

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