

# Authorization Letter for Cheque Deposit

Date: [Insert Date]

To,  
The Branch Manager,  
[Bank Name],  
[Branch Address]

Subject: Authorization for Cheque Deposit

Respected Sir/Madam,

I, **[Your Full Name]**, holding account number **[Your Account Number]**, hereby authorize **[Authorized Person's Name]**, who bears valid ID proof (ID type and number: **[ID Type & Number]**), to deposit the following cheque on my behalf:

- Cheque Number: **[Cheque Number]**
- Issuing Bank: **[Issuing Bank Name]**
- Amount: **[Cheque Amount]**
- Date of Issue: **[Date of Issue]**

I am unable to visit the bank in person due to [state reason, e.g., personal commitments/health reasons/work obligations]. I request you to kindly permit the above-mentioned person to deposit the cheque in my account on my behalf. I am enclosing a copy of my identification proof for your reference and security.

I take full responsibility for this authorization and the transaction related to this cheque deposit. Please let me know if you require any further confirmation.

Thank you for your cooperation.

Sincerely,

**[Your Signature]**

**[Your Full Name]**

Contact Number: **[Your Contact Number]**

Email: **[Your Email Address]**

## Enclosures:

- Self-attested copy of ID proof of account holder
- Self-attested copy of ID proof of authorized person
- Cheque to be deposited