

Cheque Signing Authorization

Date: _____

To Whom It May Concern,

This letter serves as a formal authorization for the signing of cheques on behalf of **[Business Name]**, a business account holder with account number **[Account Number]** held at **[Bank Name]**.

We hereby authorize the following individuals to sign cheques drawn on the account:

- **[Authorized Person 1 Name]** - Position: [Position] - Signature: _____
- **[Authorized Person 2 Name]** - Position: [Position] - Signature: _____
- **[Authorized Person 3 Name]** - Position: [Position] - Signature: _____

This authorization remains in effect until further notice in writing from the business.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Business Name]
[Business Address]
[Contact Information]