

Cheque Signing Authorization Letter

Date: [Insert Date]

To: [Bank Name]

Address: [Bank Address]

Dear Sir/Madam,

I, [Your Name], the [Your Position] of [Your Company Name], hereby authorize the following individuals to sign cheques on behalf of the company for all financial transactions:

- [Authorized Signatory Name 1] - [Position]
- [Authorized Signatory Name 2] - [Position]
- [Optional: Additional Authorized Signatories]

This authorization is effective immediately and will remain in effect until further notice.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]