

Cheque Signing Authorization Letter

Date: [Insert Date]

To: [Bank Name]

Branch: [Branch Address]

Account Name: [Your Name/Business Name]

Account Number: [Your Account Number]

Dear [Bank Manager's Name],

I, [Your Name], the owner of [Business Name], hereby authorize the following individual(s) to sign cheques on behalf of my sole proprietorship:

- [Authorized Signatory Name 1] - [Position/Relation]
- [Authorized Signatory Name 2] - [Position/Relation]

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

Should you have any questions or require further confirmation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position, if applicable]

[Business Name]