

Cheque Signing Authorization Letter

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

This letter serves as an official authorization for the signing of cheques pertaining to payments made to your company for services rendered.

The following individuals are authorized to sign cheques on behalf of [Your Company Name]:

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

Payments will be made in accordance with the terms agreed upon in our contract. Please retain this letter for your records.

If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email Address]