# Authorization Letter Claiming a Cheque

Mr. Peter Burroughs

Turnbridge Road

Liverpool, Merseyside, L35 2JE

July 17, 2010

The Manager

ABC Company

Liverpool

Dear Sir/Madam:

Good day!

Let this letter serve as an authorization allowing Ms. Nancy Brink, my assistant, to claim the cheque issued by your office.  The said cheque is in payment for the ten computers you purchased from our company which were delivered yesterday.  I apologize fro not personally receiving the cheque as agreed earlier.  A sudden appointment cropped up this morning which I could not miss.  I have given Ms. Brink, the bearer of this letter, two of my valid ID’s as required for verification.  I have also asked her two bring at least two valid ID’s to ensure her identity.

I will contact you as soon as the cheque has reached my office.  You may call me at 0151 536 3499 if you have any inquiries or need further verification for Ms. Brink.

Thank you. I look forward to your kind consideration.

Respectfully,

Peter Burroughs