

Pooja Nair
Flat 11, Palm Grove Apartments, Kakkanad, Kochi, Kerala 682030
98470 12345, pooja.nair@example.com

Date: 14 October 2026 Place: Kochi

AUTHORIZATION LETTER

To,
The Branch Manager, Federal Bank, Kakkanad Branch, Kochi

Subject: Authorization to collect my new cheque book for Savings Account No. XXXXXXXX4410 on my behalf

Dear Sir / Madam,

I, Pooja Nair, residing at Flat 11, Palm Grove Apartments, Kakkanad, Kochi, Kerala 682030, authorise Mr. Rahul Menon, my brother, holding Aadhaar ending 7788, to collect my new cheque book for Savings Account No. XXXXXXXX4410 on my behalf.

I am unable to visit personally. Please accept this letter and the identity proof of Mr. Rahul Menon for this purpose only, on or before 31 October 2026.

Specimen signature of Mr. Rahul Menon: _____

Copies of my identity proof and that of Mr. Rahul Menon are enclosed.

Signature of account holder

Pooja Nair

FORMALITIES (complete only where required)

Stamp paper / e-stamp, if the receiving office or State law requires: Rs. _____

Certificate No. _____

Notarised / attested on _____ by _____ Registration No. of notary

Registration, if required: Sub-Registrar office _____ Document No. _____