

Ref: _____

Date: _____

To,
The Manager/Accounts Officer,
[Supplier Name],
[Supplier Address]

SUPPLIER PAYMENT AUTHORIZATION LETTER

Dear Sir/Madam,

This is to authorize the payment of [Amount] (in words: [Amount in words]) to [Supplier Name] towards the supply of [Goods/Services Description] as per Invoice No. [Invoice Number] dated [Invoice Date].

Kindly process the payment as per agreed terms via [Mode of Payment] to the following account details:

Bank Name: _____
Account Name: _____
Account Number: _____
IFSC/SWIFT Code: _____

Please confirm receipt of the payment and notify us at your earliest convenience. Should you have any queries, feel free to contact us.

Thank you for your cooperation.

Yours faithfully,

Authorized Signatory
[Your Name]
[Your Designation]
[Your Company Name]
[Contact Details]

Important Notes:

- Ensure all payment details and amounts are accurate before authorization.
- Retain a signed copy for your record and for auditing purposes.
- Verify recipient bank details with the supplier before processing payment.
- This letter should be issued only by authorized personnel of the organization.
- Attach supporting documents such as invoices and delivery notes where applicable.