

# Payment Authorization Letter

Date:

To (Recipient Name/Company):

e.g., ABC Corporation

Recipient Address:

Street, City, State, ZIP

Subject:

Payment Authorization

Message:

Dear Sir/Madam,  
I, <Full Name>, hereby authorize <Authorized Person/Company> to make the following payment(s) on my behalf:



Signature of Authorizer

Print Name

Date

- Always verify the identity of the person or company you are authorizing for payment.
- Specify payment details clearly to avoid miscommunication or disputes.
- Keep a copy of this letter and any confirmation received for your records.
- Check if additional supporting documents or identification are required by your financial institution.
- Unsigned letters may not be accepted as valid authorization.