

**To:**

The Manager  
[Bank Name] Branch  
[Bank Address]

Date: [DD/MM/YYYY]

## Payment Authorization Letter

**From:**

[Your Full Name]  
[Your Address]  
Account Number: [XXXXXXXXXXXX]

Dear Sir/Madam,

I, [Your Full Name], holder of account number [XXXXXXXXXXXX] at your branch, hereby authorize [Authorized Personâ€™s Full Name] to act on my behalf for the purpose of making payments and settling dues related to my above-mentioned account.

Please find the details of the authorized person below:

- Full Name: [Authorized Personâ€™s Full Name]
- Identification Number: [ID/Passport Number]
- Contact Number: [Contact Number]

This authorization is valid from [Start Date] to [End Date], unless revoked in writing before the expiry date.

Kindly provide the necessary assistance to the above-named person to facilitate the payment process as per my request.

Thank you for your cooperation.

Sincerely,

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[Your Full Name]  
[Your Contact Number]

### Important Notes:

- Ensure all personal and authorized personâ€™s information is accurate and up to date.
- Specify clear validity period and purpose for the authorization.
- This letter should be signed by the account holder and accompanied by valid ID copies if required.
- Check if your bank requires a specific template or notarization.
- Always keep a copy of this letter for your own records.