

## One-Time Payment Authorization Letter

Date: \_\_\_\_\_

To:

[Recipient Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

Subject: Authorization for One-Time Payment

Dear [Recipient Name],

I, [Your Full Name], hereby authorize a one-time payment from my account to **[Recipient's Name or Company]** as outlined below:

**Payer Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Payee Name:** \_\_\_\_\_

**Payment Amount:** \_\_\_\_\_

**Payment Date:** \_\_\_\_\_

**Payment Description:** \_\_\_\_\_

I understand that this authorization is valid only for the specified one-time payment and will not be used for any future or recurring transactions. I certify that I am an authorized user of the account provided and will not dispute this scheduled payment.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Important Notes:

- This authorization is valid for a single transaction only.
- Double-check all account and payment details before submitting.
- Retain a copy of this letter for your records.
- Contact your bank or payment provider if you suspect unauthorized transactions.
- Modifications to this form may render the authorization invalid.