

Recurring Payment Authorization Letter

Date: _____

To: [Recipient/Company Name]
Address: [Recipient Address]

From: [Your Name]
Account Number: [Your Account Number]

I hereby authorize **[Recipient/Company Name]** to initiate recurring debit entries to my account as specified below, for the payment of [describe service/product, e.g., "monthly subscription fee"].

Payment Amount: [Amount, e.g., \$50.00]

Payment Frequency: [e.g., Monthly]

Start Date: [MM/DD/YYYY]

End Date/Cancellation: [MM/DD/YYYY or "Until further notice"]

Bank Name: [Your Bank Name]

Bank Account Number: [Your Bank Account #]

Routing Number: [Your Routing #]

I understand that this authorization will remain in effect until I notify **[Recipient/Company Name]** in writing to cancel it, in such time as to afford **[Recipient/Company Name]** and my bank a reasonable opportunity to act on it.

I acknowledge that I am responsible for ensuring that sufficient funds are available in my account at the time of each scheduled payment.

Signature
Date

Important Notes:

- Review all details carefully before signing and submitting this authorization letter.
- Keep a copy for your records and verify each payment as it occurs.
- You may cancel or update your authorization by providing written notice as described above.
- Contact your bank immediately if you notice an unauthorized transaction.
- This document may contain sensitive information; handle and store securely.