

Payment Authorization Email Format

Date: [Insert Date]

To,
The Manager
[Bank Name]
[Branch Name]
[Branch Address]

Subject: Authorization for Payment Transfer

Dear Sir/Madam,

I, [Your Name], holding account number [Your Account Number] with your branch, hereby authorize and request you to debit my account as per the details below and transfer the specified amount accordingly.

Payee Name:	[Enter Payee Name]
Payee Account Number:	[Enter Payee Account Number]
Bank Name & Branch:	[Enter Bank Name & Branch]
IFSC/Swift Code:	[Enter IFSC/Swift Code]
Amount to be Transferred:	[Enter Amount]
Purpose of Payment:	[Enter Purpose]
Date of Transfer:	[Enter Date]

Kindly process the above transaction at the earliest. I hereby confirm that the above details are correct and I take full responsibility for this transaction.

Thank you for your assistance.

Yours faithfully,

[Your Name]
[Registered Mobile Number]

Important Notes:

- Always double-check beneficiary and transaction details before sending this authorization.
- Include your registered contact information for verification purposes.
- Use your registered email address with the bank for such communications.
- This document is for authorization purposes only and should not be construed as a binding legal contract.
- Retain a copy of the email for future reference and follow up with your bank for confirmation.