

[Your Bank Name]

[Bank Address Line 1]

[Bank Address Line 2]

Date: [DD/MM/YYYY]

Payment Authorization Letter

To,

The Branch Manager

[Bank Name]

[Branch Address]

Subject: **Authorization to Make Payment**

Dear Sir/Madam,

I, **[Your Full Name]**, holding account number **[Account Number]** maintained at your **[Branch Name/Address]**, hereby authorize the bank to process payment as per the following details:

Payee Name: [Recipient Name]

Payee Account Number: [Recipient Account No.]

Bank/Branch: [Recipient Bank/Branch Name]

IFSC/SWIFT Code: [Recipient IFSC/SWIFT]

Amount (in words): [Amount in Words]

Amount (in figures): [Amount in Figures]

Date of Payment: [DD/MM/YYYY]

Please debit my above-mentioned account for the stated amount and effect the payment accordingly.

I accept and acknowledge responsibility for the accuracy of the above details, and request you to kindly execute this payment at the earliest convenience.

Thank you for your assistance.

Signature

[Your Full Name]

Contact No.: [Your Contact]

Witness (if required)

[Witness Name]

Signature: _____

Important Notes:

- Ensure all details (account numbers, payee name) are accurate to prevent transaction errors.
- This letter should be duly signed by the account holder(s) as per bank records.
- Attach a valid government-issued ID photocopy for verification, if required.
- The bank may seek additional confirmation or supporting documents.
- Keep a copy of this authorization letter for your reference.

