

June 7, 2024

To,
The Manager
XYZ Bank
Main Branch
123 Business Avenue
City, Country

Subject: Payment Authorization Letter for Loan Repayment

Dear Sir/Madam,

I, [Your Full Name], holding account number [Your Account Number] with your bank, hereby authorize and instruct you to deduct an amount of [Amount in Words] ([Amount in Numbers]) from my above-mentioned account towards the repayment of my loan bearing loan account number [Loan Account Number].

The payment should be made on [Payment Date or Recurring Frequency] until the loan is repaid in full as per the agreed terms and conditions. Please process this authorization immediately and confirm the deduction from my account accordingly.

Kindly consider this letter as my formal request and authorization for the said payment adjustment.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]
[Your Contact Number]
[Your Email Address]

Important Notes:

- Always double-check the account and loan numbers for accuracy.
- Attach valid proof of identity if required by the bank.
- Retain a copy of this authorization for your records.
- This letter should be signed in the same handwriting as your bank records.
- Check with your bank if additional forms or documents are required to process this authorization.