

# Payment Authorization Letter for Recurring Bank Transactions

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

**To:** [Bank Name]

**Branch:** [Bank Branch Address]

**Account Holder Name:** [Your Name]

**Account Number:** [Your Account Number]

**Subject:** Authorization for Recurring Bank Transactions

Dear Sir/Madam,

I hereby authorize [Company/Service Provider Name] to debit my above-mentioned bank account on a recurring basis as per the agreed schedule and amount stated below:

- **Amount:** [Amount in words and figures]
- **Frequency:** [Monthly/Quarterly/Annually]
- **Start Date:** [Start Date]
- **End Date (if any):** [End Date or "Until Further Notice"]
- **Purpose of Payment:** [Purpose/Description]

I confirm that I will ensure sufficient funds in my account for the scheduled transaction(s). I may cancel or modify this authorization at any time by providing written notice at least [number of days, e.g., 7 days] in advance.

Kindly process these recurring payments as per the information provided.

Thank you for your assistance.

Sincerely,

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

**Name:** [Your Name]

**Contact Number:** [Your Phone Number]

**Email:** [Your Email Address]

## Important Notes:

- Ensure all details are accurate and complete to avoid transaction failures.
- Keep a copy of this authorization letter for your records.
- Notify the bank and payee immediately in case of changes or cancellation.
- Monitor your bank statements regularly for unauthorized transactions.
- Some banks may require additional forms or verification for recurring payments.

