

Payment Authorization Letter

Date: _____

To,
The Branch Manager,
_____ Bank
Branch: _____

Subject: Authorization for Payment

Dear Sir/Madam,

I, _____ (Account Number: _____), hereby authorize
_____ to process a payment of **Rs.** _____ from my above-
mentioned account to _____ (beneficiary name) on my behalf.

This authorization is valid for the transaction mentioned above only. Kindly process the payment accordingly.

Thank you for your assistance.

Authorized Person's Name:

Signature:

Date:

Account Holder's Name:

Signature:

Date:

Important Notes

- Attach a copy of valid ID proof of both the account holder and authorized person.
- Ensure account details and beneficiary information are accurate.
- This letter is valid only for the specific transaction mentioned.
- The bank may contact you for additional verification.
- Retain a copy of this letter for your records.