

## Payment Authorization Letter

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

To,  
The Branch Manager,  
\_\_\_\_\_  
Branch: \_\_\_\_\_ Bank

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.