

# Third-Party Payment Authorization Letter

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

To,  
The Branch Manager,  
[Bank Name],  
[Branch Address]

Subject: Authorization for Third-Party Payment

Dear Sir/Madam,

I, [Account Holder Name], holding account number [Account Number] at your [Branch Name] branch, hereby authorize [Authorized Third-Party Name], holding valid identification (ID Type & Number: \_\_\_\_\_), to pay on my behalf using my above-mentioned account for the amount of [Amount] (in words: [Amount in Words]).

I declare that this authorization is being given of my own free will and shall remain valid for this transaction only, unless otherwise specified in writing. I undertake to indemnify the bank against any claims or losses that may arise in connection with honoring this authorization.

Kindly process this payment as per your procedures. The details of the authorized third party are as follows:

- Name: \_\_\_\_\_
- Contact Number: \_\_\_\_\_
- ID Type & Number: \_\_\_\_\_
- Relationship (if any): \_\_\_\_\_

Thank you for your cooperation.

Yours sincerely,

(Signature of Account Holder)  
Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

Verified By (Bank Official):

(Name & Signature)

## Important Notes:

- Ensure all information is completed accurately to avoid processing delays.
- Attach copies of valid identification documents for both account holder and authorized third party.
- This authorization is typically valid for the specified transaction only, unless stated otherwise.
- The bank may require physical presence of both parties for verification.
- Check with your bank for any additional requirements or specific procedures.