

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Authorization of Payment

Dear [Recipient's Name],

I, [Your Name], [Your Title] of [Your Company Name], hereby authorize the payment of [amount] to [Payee's Name] for [description of services or goods].

This payment is to be processed on or before [due date]. Please use the following payment details:

- Payment Method: [e.g., bank transfer, check, etc.]
- Account Number: [account details if applicable]
- Reference Number: [if applicable]

If you have any questions or require further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]

[Your Contact Information]