

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Recurring Payment Authorization

I, [Your Name], hereby authorize [Company Name] to initiate recurring payments from my account for the payment of [description of service/product] as detailed below:

****Account Information:****

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Bank Name: [Your Bank Name]
- Routing Number: [Your Routing Number]

****Payment Details:****

- Amount: [Amount]
- Frequency: [Weekly/Monthly/Quarterly]
- Start Date: [Start Date]
- End Date: [End Date or "Until further notice"]

I understand that this authorization will remain in effect until I provide written notice to [Company Name] to cancel it.

Please confirm receipt of this authorization and let me know if any further information is needed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]