

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

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to authorize [Name of Authorized Person] to process payments on my behalf for [specific service/product] with [Company's Name].

Details:

- Authorized Person: [Name of Authorized Person]
- Relationship to Me: [Specify relationship, e.g., "Assistant," "Spouse," etc.]
- Amount: [Specify amount]
- Payment Method: [Specify method, e.g., "Credit Card," "Bank Transfer," etc.]

Please allow [Authorized Person] to act on my behalf regarding payment processing effective from [Start Date] until [End Date, if applicable].

If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]