

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
Subject: Payment Authorization
Dear [Recipient Name],
I, [Your Name], hereby authorize [Company Name] to process the payment of
[amount] for [description of goods/services] on my behalf.
Payment Details:
- Amount: [insert amount]
- Payment Method: [insert payment method, e.g., credit card, bank
transfer]
- Authorization Code: [if applicable]
Please find attached any necessary documentation to facilitate this
payment.
Thank you for your prompt attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title (if applicable)]