

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Advance Payment Authorization

Dear [Recipient Name],

We hereby authorize an advance payment in the amount of [amount] to be made to [payee's name] for [brief description of the purpose]. This payment should be processed by [date] and should be charged to [account or project name].

Please find the necessary details below:

- Amount: [amount]
- Purpose: [brief description]
- Payment Method: [e.g., bank transfer, check, etc.]
- Reference Number: [if applicable]

We appreciate your prompt attention to this matter. Should you have any questions, please feel free to contact me at [your phone number] or [your email address].

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]