

# Authorization Letter For Payment

Dear [Recipient's Name],

I am writing to authorize [Name of Authorized Person] to make payments on my behalf for [Name of Account or Service]. This authorization includes the authority to sign checks, make electronic transfers, and perform any other actions necessary to make payments.

Please note that this authorization is valid from [Start Date] to [End Date], unless otherwise revoked by me in writing. [Name of Authorized Person] will be responsible for keeping accurate records of all transactions made on my behalf.

I appreciate your cooperation in this matter and please let me know if any further information is needed.

Sincerely,

[Your Signature]

[Your Printed Name]