## **Authorize supplier to collect payment**

Subject: Supplier Payment Authorization
Dear [Accounts Payable],
I, [Your Name], authorize [Supplier Name] to collect payment of [Amount] due to them on behalf
of [Organization Name]. Please allow [Supplier Name] to sign documents as necessary for the
transaction.
Thank you.
Regards,
[Your Name]
[Position]
[Organization Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/authorization-letter-for-payment