Straightforward authorization for payment collection

Subject: Authorization to Collect Payment

Dear [Recipient's Name],

I am authorizing [Authorized Person's Full Name] to collect the payment of [Amount] due to me from your office on [date]. This authorization is for one-time use only.

Please allow them to complete the transaction on my behalf.

Thank you,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/authorization-letter-to-collect-money