Third-Party Payment Authorization Letter

Subject: Third-Party Payment Authorization - Invoice #[Invoice Number]

To Whom It May Concern:

This letter serves as official notification that payment for invoice #[Invoice Number] has been remitted by an authorized third party on our behalf.

Third-Party Payment Details:

Paying Entity: [Third Party Name]

Payment Amount: $[Amount]

Payment Date: [Date]

Authorization Code: [If applicable]

Our Account Reference: [Account Number/Reference]

[Third Party Name] is authorized to make payments on behalf of [Your Company Name] under our standing agreement dated [Agreement Date]. This payment should be credited to our account and considered valid settlement of the referenced invoice.

Please direct any questions or confirmations regarding this payment to both parties. All future communications regarding this transaction should copy both [Your Email] and [Third Party Email].

Thank you for processing this payment arrangement.

Officially,

[Your Name]

[Your Title]

[Company Name]

[Official Contact Information]