

Formal letter authorizing payment

Subject: Authorization for Payment

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to receive and process payment of [Amount] on my behalf from [Payee/Organization Name]. This authorization includes signing any required documents related to the payment.

This authorization is valid until [End Date]. Kindly extend full cooperation to [Authorized Person's Name].

Sincerely,

[Your Name]

[Designation/Position]

[Organization Name]

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