

Authorize a third party to receive payment from vendor

Subject: Authorization to Receive Payment

Dear [Vendor Name],

I, [Your Name], authorize [Authorized Person's Name] to collect payment due to me in the amount of [Amount] on behalf of [Organization Name]. This includes signing receipts and any other documents required for the transaction.

Thank you for your cooperation.

Regards,

[Your Name]

[Designation/Position]

[Company Name]

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