

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>