

Authorize vendor payment transactions

Subject: Vendor Transaction Authorization

Dear [Vendor Name],

I, [Your Name], authorize [Authorized Person's Name] to make and receive payments on behalf of [Company Name] for all transactions related to our contractual obligations. This includes signing receipts and acknowledging payments.

Kindly assist [Authorized Person's Name] during the transaction process.

Sincerely,

[Your Name]

[Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/authorization-letter-for-transaction>