

Manual Payment Authorization Instructions

Dear [Recipient's Name],

We hope this message finds you well. To ensure the prompt processing of your payment, please follow the manual payment authorization instructions outlined below:

Payment Authorization Instructions

1. Complete the attached Manual Payment Authorization Form.
2. Ensure that all necessary fields are filled accurately.
3. Sign and date the authorization form.
4. Attach any required documentation as specified in the form.
5. Submit the completed form via email to [email@example.com] or fax to [fax number].

If you have any questions or require assistance, please do not hesitate to contact us at [phone number] or [email@example.com].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]