

# Authorization Letter

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

This letter serves as an official authorization for the payment of invoice #[Invoice Number] dated [Invoice Date]. The total amount due is [Total Amount].

I, [Your Name], [Your Position] at [Your Company Name], hereby authorize [Payment Method/Company's Payment Process] to process this payment on behalf of [Your Company Name]. Please ensure the payment is processed by [Due Date].

If you require any further information or clarification, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]