

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Authorization for Recurring Payment Setup

Dear [Recipient Name],

I, [Your Name], hereby authorize [Company Name] to initiate recurring debit entries to my account listed below for the payment of [Describe Service/Product] in the amount of [Amount] on a [Monthly/Quarterly/Yearly] basis, starting from [Start Date].

Account Information:

Account Name: [Account Name]

Account Number: [Account Number]

Bank Name: [Bank Name]

Routing Number: [Routing Number]

This authorization will remain in effect until I provide written notice of cancellation at least [Notice Period] days in advance.

If you require any additional information or documentation, please do not hesitate to contact me at the phone number or email listed above. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]