

# Payment Authorization Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Hardware Procurement Payment Authorization

I am writing to formally authorize the payment for the procurement of hardware as detailed below:

- Item Description: [Insert Item Description]
- Quantity: [Insert Quantity]
- Unit Price: [Insert Unit Price]
- Total Amount: [Insert Total Amount]

This payment is to be processed in accordance with our purchase agreement dated [Insert Date of Agreement]. The funds should be transferred to the following account:

Account Name: [Insert Account Name]

Account Number: [Insert Account Number]

Bank Name: [Insert Bank Name]

SWIFT Code: [Insert SWIFT Code]

Please ensure that the payment is processed by [Insert Due Date] to avoid any delays in the delivery of the hardware.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]