

Authorization for Partial Payment Release

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I, [Your Name], hereby authorize the release of a partial payment in the amount of [Amount] for the services/products provided under the agreement dated [Agreement Date]. This partial release is to be made to [Payee's Name] for the work completed up to the date of this authorization.

Please find the details of the agreement below:

- Agreement Number: [Agreement Number]
- Description of Services: [Description]
- Amount Due: [Total Amount Due]
- Partial Payment Amount: [Partial Amount]

By signing below, I confirm that the above information is accurate and authorize the release of the specified amount.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Signature: _____