

# Electronic Payment Authorization

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], residing at [Your Address], hereby authorize the electronic payment of funds from my account for personal use as detailed below:

**Account Holder Name:** [Your Name]

**Account Number:** [Your Account Number]

**Payment Amount:** [Amount]

**Payment Date:** [Payment Date]

**Recipient Name:** [Recipient Name or Company Name]

**Description of Payment:** [Description]

I confirm that I am the owner of the account and give my consent for this transaction to be processed. I understand that this authorization will remain in effect until I provide written notification to cancel it.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Information]