

# Electronic Payment Authorization Request

Date: [Insert Date]

To: [Name of Recipient]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your authorization for an electronic payment to be processed.

Please find the details of the transaction below:

- Amount: [Insert Amount]
- Payment Method: [Insert Payment Method]
- Transaction Reference Number: [Insert Reference Number]
- Due Date: [Insert Due Date]

I affirm that all information provided is accurate and that the payment is for [brief description of the purpose of payment].

Kindly confirm your authorization by signing and returning this letter or replying to this email.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]