

# Electronic Payment Authorization Letter

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

This letter serves as an authorization for electronic payment for services rendered by your company. Please find the details of our agreement below:

- **Service Description:** [Description of Services]
- **Amount Due:** [Amount]
- **Due Date:** [Due Date]
- **Payment Method:** Electronic Funds Transfer (EFT)

Please provide the necessary bank details to complete this transaction:

- **Bank Name:** [Bank Name]
- **Account Number:** [Account Number]
- **Routing Number:** [Routing Number]

By signing below, I authorize the electronic payment as outlined above.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Signature: \_\_\_\_\_