

Fee Installment Payment Authorization Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Fee Installment Payment Authorization

Dear [Bank Manager's Name],

I, [Your Name], hereby authorize [Bank Name] to process installment payments for my fees as detailed below:

Fee Amount: \$[Insert Amount]
Installment Plan: [e.g., Monthly/Quarterly]
First Payment Date: [Insert Date]
Duration: [Insert Duration]

Please debit the aforementioned amounts from my account [Insert Account Number]. I understand that payments will be made automatically on the agreed dates until the total fee is settled.

If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]