

# Authorization Letter for Contract Credit Disbursement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I, [Your Name], hereby authorize the disbursement of funds in accordance with our contract dated [Insert Contract Date]. This authorization grants permission to release the total amount of [Insert Amount] to [Specify Recipient or Account].

Please ensure that the disbursement is processed at your earliest convenience. All relevant details pertaining to the transaction can be found in the attached contract document.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]