

# Invoice Authorization Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally request authorization for the following invoice:

## Invoice Details

**Invoice Number:** [Invoice Number]

**Invoice Date:** [Invoice Date]

**Due Date:** [Due Date]

**Amount Due:** [Amount Due]

Please review the attached invoice and authorize the payment at your earliest convenience. Should you have any questions or require additional information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]