

# Payment Authorization Letter

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], the undersigned, hereby authorize the payment of \$[Amount] to [Contractor's Name] for the satisfactory completion of work performed as outlined in our contract dated [Contract Date].

This payment should be processed on or before [Payment Due Date]. Please ensure that the necessary documentation is attached to facilitate the processing of this payment.

Should you have any questions concerning this authorization, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]