

Authorization To Debit Account Sample Letter

[Date]

[NAME, Bank AND ADDRESS, ex.
Tom Atkinson
COMANY Bank
14 Edith Street,
Hackney West,
ZIP POST CODE]

Dear [NAME, ex. Tom Atkinson],

You are hereby authorized and directed to debit our account no. [ACCOUNT NUMBER, ex. 12345678] in the amount of [AMOUNT OF DEBIT, ex. \$8,236.09] in payment of [NATURE OF DEBIT, ex. your loan commitment fee].

This shall be your good and sufficient authority for so doing.

[NOTE: IF MORE THAN ONE SIGNATURE IS REQUIRED ON ACCOUNT, MAKE SURE BOTH BANK SIGNING OFFICERS SIGN LETTER]

Sincerely,

[YOUR NAME, ex. Tony Montana]