[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: AUTHORISATION TO DEBIT ACCOUNT**

Dear [CONTACT NAME],

This letter is to acknowledge that [COMPANY/INDIVIDUAL] is hereby authorised to debit our account no. [ACCOUNT NUMBER] in the amount of [AMOUNT] for payment of [NATURE OF DEBIT]. Please withdraw the funds from the following bank account:

Bank: [BANK NAME AND ADDRESS]

Bank Transit No: [BANK TRANSIT NO]

Account No: [ACCOUNT NUMBER]

Bank Tel. No. [BANK CONTACT NO]

Bank Contact [NAME OF BANK CONTACT & TITLE]

This shall be your good and sufficient authority for doing so. We enclose a blank check from the account marked "VOID".

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

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]