

Permission Letter for Releasing Beneficiary Funds

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I, [Your Name], hereby grant permission for the release of funds to the beneficiary, [Beneficiary's Name], from the account [Account Number/Reference]. The amount of funds to be released is [Specify Amount].

This authorization is given under the understanding that these funds will be used for [Specify Purpose]. I have attached all relevant documentation to support this request.

Should you have any questions or require further information, 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 Signature (if sending a hard copy)]

[Your Typed Name]