

Funds Release Authorization

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

This letter serves to authorize the release of funds to the following beneficiary:

Beneficiary Name: [Insert Beneficiary's Name]

Amount to be Released: [Insert Amount]

Purpose: [Insert Purpose of Fund Release]

Please process this authorization at your earliest convenience. If you have any questions or require further information, feel free to contact me at [Insert Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Your Organization]

[Insert Your Contact Information]