

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Subject: Fund Transfer Authorization Notification

Dear [Recipient Name],

This letter serves as a formal notification of the fund transfer authorization initiated on [Transfer Date]. The details of the transfer are as follows:

- **Amount:** [Amount]
- **From Account:** [From Account Number]
- **To Account:** [To Account Number]
- **Transaction ID:** [Transaction ID]
- **Status:** [Pending/Completed]

Please review the details above and let us know if you have any questions or concerns regarding this transaction.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]