

Business Transaction Authorization Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Authorization Request for Business Transaction

Dear [Recipient's Name],

I am writing to request your authorization for the following business transaction:

Transaction Details

- **Transaction Type:** [Insert Transaction Type]
- **Amount:** [Insert Amount]
- **Vendor/Recipient:** [Insert Vendor/Recipient]
- **Date of Transaction:** [Insert Date]
- **Reason for Transaction:** [Insert Reason]

To proceed with this transaction, your approval is necessary. Please reply at your earliest convenience to confirm your authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]