

Fund Transfer Authorization Letter

Date: [Insert Date]

From: [Your Company Name]

Address: [Your Company Address]

To: [Recipient Name]

Bank Name: [Recipient Bank Name]

Account Number: [Recipient Account Number]

Subject: Fund Transfer Authorization

Dear [Recipient Name],

This letter serves to authorize the transfer of funds from our business account to your designated account as part of our agreed-upon business transaction.

Amount: [Insert Amount]

Transfer Method: [Insert Transfer Method]

Transaction Reference Number: [Insert Reference Number]

Please process the transfer at your earliest convenience. For any queries regarding this authorization, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]