

Fund Transfer Authorization for Personal Expenses

Date: [Date]

To: [Bank Name]

Branch: [Branch Name]

Account Holder's Name: [Your Name]

Account Number: [Your Account Number]

Subject: Fund Transfer Authorization

Dear Sir/Madam,

I hereby authorize the transfer of funds from my account mentioned above for personal expenses. Below are the details of the transaction:

Transfer Amount: [Amount]

Beneficiary Name: [Beneficiary Name]

Beneficiary Account Number: [Beneficiary Account Number]

Transfer Date: [Transfer Date]

This authorization is valid until the transfer is completed. Please contact me at [Your Phone Number] or [Your Email Address] for any further clarification.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]