

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Date: [Insert Date]

Subject: Fund Transfer Authorization Request

Dear [Recipient's Name],

I am writing to formally request authorization for a fund transfer to facilitate our ongoing business transaction.

Details of the transfer are as follows:

- **Amount:** [Insert Amount]
- **Beneficiary Name:** [Insert Beneficiary Name]
- **Beneficiary Account Number:** [Insert Account Number]
- **Bank Name:** [Insert Bank Name]
- **Transfer Date:** [Insert Date]
- **Reference/Invoice Number:** [Insert Reference Number]

Please let me know if you require any additional information or documentation to process this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]