

# Fund Transfer Authorization Request

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Authorization Request for Fund Transfer

We hereby request the transfer of funds from our corporate account as detailed below:

**Account Name:** [Your Company Name]

**Account Number:** [Your Account Number]

**Transfer Amount:** [Amount in Words] ([Amount in Figures])

**Beneficiary's Account Name:** [Beneficiary's Name]

**Beneficiary's Account Number:** [Beneficiary's Account Number]

**Beneficiary's Bank Name:** [Beneficiary's Bank]

**Transfer Reference Number:** [Reference Number]

This transfer is to be executed on or before [Execution Date]. Please find attached all the necessary documents for your records.

We certify that the above information is accurate and authorize the transfer as specified.

Thank you for your prompt assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]