

Fund Transfer Authorization Request

Date: [Insert Date]

To: [Finance Department/Relevant Authority]

From: [Your Name]

Employee ID: [Your Employee ID]

Department: [Your Department]

Subject: Fund Transfer Authorization Request for Employee Reimbursement

Dear [Recipient's Name],

I am writing to formally request the authorization for the transfer of funds for an employee reimbursement. The details of the reimbursement are as follows:

- Amount Requested: \$[Insert Amount]
- Purpose of Reimbursement: [Insert Purpose]
- Date of Expense: [Insert Date]
- Invoice/Receipt Number: [Insert Number]

Please find attached the necessary documentation to support this request.

I would appreciate your prompt attention to this matter and look forward to your approval.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]