

Fund Transfer Authorization Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the transfer of funds from my account for investment purposes. The details of the transfer are outlined below:

- **Transfer Amount:** [Insert Amount]
- **Account Number:** [Your Account Number]
- **Beneficiary Name:** [Beneficiary's Name]
- **Beneficiary Account Number:** [Beneficiary's Account Number]
- **Bank Name:** [Beneficiary's Bank Name]
- **SWIFT/BIC Code:** [SWIFT or BIC Code]
- **Investment Purpose:** [Brief Description]

I authorize [Company Name] to initiate this fund transfer and to debit my account accordingly. Please process this request at your earliest convenience. If you need any further information or documentation, feel free to reach out to me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]