

Fund Transfer Authorization Request

Date: [Insert Date]

To: [Bank Name]

Branch: [Branch Name]

Dear [Bank Manager's Name],

We, the undersigned account holders of the joint account [Account Number], hereby authorize the transfer of funds as detailed below:

Transfer Details:

Amount: [Insert Amount]

Transfer To: [Recipient's Bank Name]

Account Number: [Recipient's Account Number]

Description: [Optional Description]

Both account holders consent to this transaction and acknowledge that the above information is accurate. We request that the bank complete this transfer at the earliest convenience.

Thank you for your assistance.

Sincerely,

[Account Holder 1 Name]
[Account Holder 1 Signature]

[Account Holder 2 Name]
[Account Holder 2 Signature]