

Fund Transfer Authorization Request

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

To: [Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request authorization for the transfer of funds for my mortgage payment. Please find the details below:

- **Account Holder Name:** [Your Name]
- **Mortgage Account Number:** [Your Mortgage Account Number]
- **Transfer Amount:** [Amount to be Transferred]
- **Transfer Date:** [Proposed Transfer Date]

By this letter, I authorize [Bank Name] to debit the above-stated amount from my account number [Your Account Number] and credit it towards my mortgage payment.

Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further details.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]