

Fund Transfer Authorization Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the authorization for a one-time fund transfer for a charitable donation.

Donation Details:

- Amount: \$[Insert Amount]
- Date of Transfer: [Insert Date]
- Recipient Organization: [Organization Name]
- Purpose: [Brief Description of Purpose]

Attached you will find all necessary documentation to facilitate this request, including any relevant identification and authorization forms.

Thank you for your attention to this matter. I await your prompt response to confirm the transfer.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]