

Fund Transfer Authorization Request

Date: [Insert Date]

To: [Bank/Financial Institution Name]

Branch: [Branch Name]

Dear [Bank Manager's Name],

I am writing to formally request the authorization for a fund transfer from my personal account.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Date of Transfer: [Insert Transfer Date]

Amount: [Insert Amount]

Beneficiary Name: [Beneficiary Name]

Beneficiary Account Number: [Beneficiary Account Number]

Bank Name: [Beneficiary Bank Name]

Please process this request at your earliest convenience. Should you require any further information or documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Address]

[Your Contact Number]