

# Wire Transfer Authorization Letter

**Date:** [Insert Date]

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

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

Dear [Bank Manager's Name],

We hereby authorize the following wire transfer on behalf of [Your Company Name]:

**Beneficiary Name:** [Beneficiary Name]  
**Beneficiary Account Number:** [Beneficiary Account Number]  
**Bank Name:** [Beneficiary Bank Name]  
**Branch Address:** [Beneficiary Bank Address]  
**SWIFT/BIC Code:** [SWIFT/BIC Code]  
**Amount:** \$[Amount]  
**Purpose:** [Purpose of Transfer]  
**Date of Transfer:** [Transfer Date]

This authorization is valid until the completion of this transaction. Please ensure that the transfer is executed promptly.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]