

Wire Transfer Authorization Letter

Date: _____

To: [Bank Name]

Address: [Bank Address]

Subject: Wire Transfer Authorization for Payroll Processing

Dear [Bank Manager's Name],

I hereby authorize [Company Name], located at [Company Address], to initiate wire transfers for payroll processing from the following account:

Account Name: [Account Name]

Account Number: [Account Number]

Routing Number: [Routing Number]

These transfers are to be executed on a bi-weekly/monthly basis in order to facilitate timely payroll disbursement to employees. Please ensure that all transfers are completed by [specify date] each payroll period.

If you have any questions or require further verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]