

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]

Subject: Submission of Wire Transfer Authorization Documents

To the Wire Transfer Department,

Please find enclosed the required documentation to authorize a wire transfer from the following account:

- **Account Holder Name:** [Name]
- **Account Number:** [Account Number]
- **Transfer Amount:** [Currency and Amount]

The attached documents include:

- Signed Wire Transfer Request Form
- Copy of Government-Issued Identification
- [Additional Document, e.g., Corporate Resolution/Invoice]

Please process this transaction at your earliest convenience. Should you require further verification or have any questions regarding these documents, please contact me directly at [Your Phone Number].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title, if applicable]