

[Company Letterhead]

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Authorization for Business Account Wire Transfer

To Whom It May Concern,

I, [Your Name], acting as [Your Job Title] of [Company Name], hereby authorize [Bank Name] to execute a wire transfer from our business account as per the details provided below:

Debit Account Information:

- Company Name: [Company Name]
- Account Number: [Your Business Account Number]
- Account Type: [e.g., Checking/Savings]

Beneficiary Information:

- Recipient Name: [Recipient Name or Business Name]
- Recipient Address: [Recipient Physical Address]
- Bank Name: [Recipient Bank Name]
- Bank Address: [Recipient Bank Address]
- Account Number: [Recipient Account Number]
- Routing Number (ABA): [Routing Number]
- SWIFT/BIC Code (If International): [SWIFT Code]

Transfer Details:

- Amount: [Currency and Amount in Figures]
- Amount in Words: [Amount Written Out in Words]
- Purpose of Wire: [e.g., Invoice Payment/Services Rendered]

Please deduct any applicable wire transfer fees from the aforementioned debit account. Should you need to verify this request, please contact me at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]
[Company Name]