

[Company Letterhead]

Date: [Date]

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

Subject: Authorization for Corporate Wire Transfer

Dear [Bank Contact Person or Department],

This letter serves as formal authorization for [Company Name] to initiate a wire transfer from our account as detailed below:

Debit Account Information:

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

Transfer Details:

Amount: [Currency and Amount in Figures]
Amount in Words: [Amount in Words]
Transfer Date: [Date of Transfer]

Beneficiary Information:

Beneficiary Name: [Recipient Name/Company Name]
Beneficiary Address: [Recipient Address]
Beneficiary Bank Name: [Recipient Bank Name]
Beneficiary Bank Address: [Recipient Bank Address]
Bank Swift/BIC Code: [Swift Code]
Routing Number (ABA): [Routing Number]
Beneficiary Account Number/IBAN: [Recipient Account Number]

Purpose of Transfer: [e.g., Invoice Payment #123 / Services Rendered]

Please contact [Name of Authorized Representative] at [Phone Number] or [Email Address] should you require verbal verification or further information regarding this transaction.

Thank you for your prompt attention to this request.

Sincerely,

[Signature]
[Full Name]

[Job Title]
[Company Name]

[Second Signature if required by bank]
[Full Name]
[Job Title]