

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

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

RE: One-Time Wire Transfer Authorization

Dear Customer Service Department,

I, [Your Name], hereby authorize [Bank Name] to execute a one-time wire transfer from my account as per the details provided below:

Sender Information:

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

Transfer Details:

Amount to be Transferred: [Currency and Amount, e.g., \$5,000.00 USD]
Transfer Date: [Date of Transfer]

Recipient Information:

Beneficiary Name: [Recipient Name/Company]
Beneficiary Address: [Recipient Physical Address]
Beneficiary Bank Name: [Recipient Bank Name]
Beneficiary Bank Address: [Recipient Bank Address]
Beneficiary Account Number / IBAN: [Recipient Account Number]
SWIFT/BIC Code: [Recipient Bank SWIFT Code]
Routing Number (ABA): [If applicable]

Purpose of Wire: [e.g., Payment for Invoice #123 / Real Estate Closing]

Please deduct any applicable outgoing wire transfer fees from my account listed above. Should you need to verify this request, you may contact me at [Your Phone Number].

Thank you for your prompt assistance.

Sincerely,

[Your Signature]

[Your Printed Name]