

Date: [Insert Date]

To: [Bank Name]

Branch Address: [Insert Branch Address]

City, State, Zip: [Insert City, State, Zip]

RE: Authorization for Wire Transfer

To Whom It May Concern,

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

1. Sender Information

Account Name: [Insert Your Name or Company Name]

Account Number: [Insert Your Account Number]

Physical Address: [Insert Your Address]

2. Recipient (Beneficiary) Information

Beneficiary Name: [Insert Recipient Name]

Beneficiary Address: [Insert Recipient Address]

Beneficiary Account Number/IBAN: [Insert Account Number/IBAN]

3. Recipient Bank Information

Bank Name: [Insert Recipient Bank Name]

Bank Address: [Insert Recipient Bank Address]

SWIFT/BIC Code: [Insert SWIFT Code]

Routing Number (ABA): [Insert Routing Number, if applicable]

4. Transfer Details

Currency: [Insert Currency, e.g., USD]

Amount: [Insert Amount in Figures] ([Insert Amount in Words])

Purpose of Transfer: [Insert Reason, e.g., Invoice Payment]

Transfer Fees: [Debit from my account / Deduct from amount]

Please contact me at [Insert Phone Number] if you require verification or additional information regarding this request.

Sincerely,

Authorized Signature

[Printed Name]

[Title, if for a Company]