

**[Current Date]**

**[Bank Name]**

[Bank Address]

[City, State, Zip Code]

**RE: Wire Transfer Authorization for [Trust Account Name]**

**Account Number: [Your Trust Account Number]**

To Whom It May Concern,

I, **[Your Name]**, acting in my capacity as Trustee of the **[Full Name of Trust]**, hereby authorize a one-time wire transfer of funds from the above-referenced account according to the following instructions:

**Transfer Details:**

Amount: \$[Dollar Amount]

Currency: USD

**Beneficiary Information:**

Beneficiary Name: [Name of Recipient or Business]

Beneficiary Address: [Recipient Physical Address]

Beneficiary Account Number: [Recipient Account Number]

Beneficiary Routing Number (ABA): [9-Digit Routing Number]

**Receiving Bank Information:**

Receiving Bank Name: [Bank Name]

Receiving Bank Address: [Bank City, State]

**Additional Instructions:**

Reference/Memo: [Purpose of Transfer or Invoice Number]

Please deduct any applicable wire transfer fees from the remaining balance in the trust account. If you need to verify this request, please contact me at **[Your Phone Number]**.

Thank you for your prompt attention to this matter.

Sincerely,

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**[Your Signature]**

**[Your Printed Name]**

Trustee, [Full Name of Trust]