

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Authorization for Automated Clearing House (ACH) Transfer

To Whom It May Concern,

I am writing to formally authorize a one-time/recurring ACH transfer from my account held at your institution. Please find the transaction details below:

Sender Information:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Account Type: [Checking/Savings]

Recipient Information:

Recipient Name: [Recipient Name/Company]
Recipient Bank Name: [Recipient Bank Name]
Recipient Routing Number: [9-Digit Routing Number]
Recipient Account Number: [Recipient Account Number]
Recipient Account Type: [Checking/Savings]

Transfer Details:

Amount: \$[Amount]
Transfer Date: [Date of Transfer]
Frequency: [One-time / Weekly / Monthly]
Description/Memo: [Purpose of Transfer]

Please process this request accordingly. If you require further verification or have any questions regarding this authorization, please contact me at [Your Phone Number].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]