

Date: [Insert Date]

To: [Bank Name]

Branch Address: [Bank Address, City, State, Zip]

Subject: Authorization for Domestic Wire Transfer

To Whom It May Concern,

I, [Your Full Name/Company Name], authorize [Bank Name] to debit my account and process a one-time domestic wire transfer as per the details provided below:

Sender Information:

- **Account Holder Name:** [Your Name or Business Name]
- **Account Number:** [Your Account Number]
- **Phone Number:** [Your Phone Number]

Recipient Information:

- **Recipient Name:** [Beneficiary Name]
- **Recipient Address:** [Beneficiary Physical Address]
- **Recipient Bank Name:** [Receiving Bank Name]
- **Routing Number (ABA):** [9-Digit Routing Number]
- **Recipient Account Number:** [Beneficiary Account Number]

Transfer Details:

- **Amount:** \$[Amount in Figures]
- **Amount in Words:** [Amount in Words] Dollars
- **Purpose of Wire:** [e.g., Invoice Payment, Property Purchase, Gift]

I understand that wire transfer fees may apply and I authorize the bank to deduct these fees from my account. I certify that the information provided above is accurate and complete.

Please contact me at [Your Phone Number] if you require verbal verification of this request.

Sincerely,

[Your Signature]

[Your Printed Name]