

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

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

Subject: Bank Account Transfer Authorization

Dear [Bank Manager's Name],
I, [Your Full Name], account holder of [Your Account Number] at [Bank Name], hereby authorize the transfer of funds from my account to the following account details:

Recipient Name: [Recipient's Full Name]
Recipient Account Number: [Recipient's Account Number]
Bank Name: [Recipient's Bank Name]
Bank Address: [Recipient's Bank Address]
Amount to be Transferred: [Amount]
Transfer Date: [Desired Transfer Date]

Please process this request at your earliest convenience. If you require any further information or documentation, do not hesitate to contact me at the above-listed phone number or email address.

Thank you for your assistance.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]