

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

Subject: Authorization for FX Transfer

Dear [Bank Manager's Name or Customer Service],  
I, [Your Full Name], account holder of [Your Account Number], hereby  
authorize the transfer of funds in foreign exchange as detailed below:

**\*\*Recipient Details:\*\***

- Recipient Name: [Recipient's Full Name]
- Recipient Address: [Recipient's Address]
- Recipient Bank: [Recipient's Bank Name]
- Account Number: [Recipient's Account Number]
- SWIFT/BIC Code: [SWIFT/BIC Code]

**\*\*Transfer Details:\*\***

- Amount: [Amount in Currency]
- Currency Type: [Currency Type]
- Purpose of Transfer: [Reason for Transfer]

I understand and agree to all terms and conditions related to this  
transfer and confirm that the above information is correct.

Signature: \_\_\_\_\_

[Your Printed Name]

[Your Position, if applicable]

Enclosed: [Any necessary documents, if required]

Thank you for your assistance.

Sincerely,

[Your Name]