

# Fund Transfer Approval Letter

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**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Bank Name]**

[Bank Address]

[City, State, Zip Code]

**Subject:** Approval for Fund Transfer

Dear Sir/Madam,

I am writing to formally approve the transfer of funds from my account as per the following details:

**Account Name:** [Your Name]

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

**Transfer Amount:** [Amount to be Transferred]

**Recipient Name:** [Recipient's Name]

**Recipient Account Number:** [Recipient's Account Number]

**Recipient Bank Name:** [Recipient's Bank Name]

**SWIFT/BIC Code:** [SWIFT/BIC Code] (if applicable)

I kindly request that the transfer be processed at the earliest convenience.  
Please notify me once the transfer has been completed.

Should you need any further information, feel free to contact me at **[your phone number]** or **[your email address]**.

Thank you for your assistance.

Yours sincerely,

[Your Name]