

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Bank Transfer Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a bank transfer from my account to yours as follows:

- **My Account Details**

Account Name: [Your Name]
Account Number: [Your Account Number]
Bank Name: [Your Bank Name]

- **Recipient Account Details**

Account Name: [Recipient's Name]
Account Number: [Recipient's Account Number]
Bank Name: [Recipient's Bank Name]

- **Transfer Amount:** [Amount in words and figures]

- **Purpose of Transfer:** [Reason for the transfer]

Please find attached any necessary documentation required to process this transfer. If you need any additional information, feel free to contact me at your convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]