

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

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

Subject: Urgent Bank Transfer Request

Dear [Bank Manager's Name],

I am writing to urgently request a bank transfer from my account to a recipient's account. Below are the details for the transfer:

****Account Holder Name:**** [Your Name]

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

****Amount to Transfer:**** [Transfer Amount]

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

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

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

****Transfer Purpose:**** [Brief Description of Purpose]

Given the urgency of this request, I would greatly appreciate your prompt attention to this matter. Please confirm once the transfer has been initiated.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]