

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

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

Subject: Request for Fund Transfer

Dear [Bank Manager's Name],

I am writing to request a transfer of funds from my account to another account. Below are the details of the transfer:

**\*\*Your Account Information:\*\***

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

**\*\*Transfer Information:\*\***

- Amount to be Transferred: \$[Amount]
- Recipient's Account Holder Name: [Recipient's Name]
- Recipient's Account Number: [Recipient's Account Number]
- Recipient's Bank Name: [Recipient's Bank Name]
- Recipient's Bank Address: [Recipient's Bank Address]

I authorize this transfer and confirm that the details provided are correct. Please let me know if you require any further information to process this transaction.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number]