

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

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

Subject: Request for Bank Transfer

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a bank transfer from my account to another account.

****Account Details:****

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

****Transfer Details:****

- Amount to Transfer: [Amount]
- Recipient's Account Name: [Recipient's Account Name]
- Recipient's Account Number: [Recipient's Account Number]
- Bank Name: [Recipient's Bank Name]
- Bank Address: [Recipient's Bank Address]
- Optional: [Any additional information if needed]

Please let me know if you require any additional information to process this transfer.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]