

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

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

Dear [Recipient's Name],

Subject: Money Transfer Notification

I hope this letter finds you well.

I am writing to inform you that I have successfully initiated a money transfer of [amount] on [date]. The transaction reference number is [transaction reference number].

Please confirm the receipt of the funds at your earliest convenience. If you have any questions or require further information, feel free to contact me via phone or email.

Thank you for your attention to this matter.

Best regards,

[Your Name]