

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

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

Subject: Funds Transfer Request

Dear [Bank Manager's Name],

I am writing to request a transfer of funds from my account to another account. Please find the details below:

**\*\*From Account:\*\***

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

**\*\*To Account:\*\***

Account Holder Name: [Recipient Name]  
Account Number: [Recipient Account Number]  
Bank Name: [Recipient Bank Name]

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

**\*\*Transfer Date:\*\*** [Preferred Date for Transfer]

Please process this transfer at your earliest convenience. If you need any further information or documentation, feel free to contact me at my phone number or email provided above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]