

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

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

Subject: Request for Personal Bank Transfer

Dear [Bank Manager's Name or To Whom It May Concern],
I hope this letter finds you well. I am writing to request a personal bank transfer from my account. Below are the details of the transfer:

****Sender Information:****

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

****Recipient Information:****

- Account Name: [Recipient's Name]
- Account Number: [Recipient's Account Number]
- Bank Name: [Recipient's Bank Name]
- Amount to Transfer: [Amount in Currency]
- Transfer Date: [Desired Date of Transfer]

Please let me know if you require any additional information or documentation to process this request. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]