

[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 [Your Account Number] to the following account:

Beneficiary Name: [Beneficiary Name]

Beneficiary Bank: [Beneficiary Bank Name]

Account Number: [Beneficiary Account Number]

IBAN/SWIFT Code: [IBAN/SWIFT Code]

Amount: [Transfer Amount]

Currency: [Currency Type]

Transfer Purpose: [Purpose of Transfer]

Please find attached any necessary forms and identification required to process this transfer. I kindly ask that you complete this request at your earliest convenience.

Should you need any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number]