

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

[Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Fund Transfer

I hope this message finds you well. I am writing to formally request the transfer of funds as per our previous discussions/agreements.

Details of the transfer are as follows:

- Amount: [Specify Amount]
- Purpose of Transfer: [Briefly explain the purpose]
- Account Details:
  - Account Name: [Your Account Name]
  - Account Number: [Your Account Number]
  - Bank Name: [Your Bank Name]
  - Sort Code/IBAN: [Provide if necessary]

I kindly request that the transfer be processed by [Specify any deadline if applicable], and I appreciate your attention to this matter.

Should you require any further information, please do not hesitate to contact me. Thank you for your cooperation.

Sincerely,

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