

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

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

Subject: Interbank Transfer Request

Dear [Bank Manager's Name],

I am writing to request an interbank transfer from my account.

****Details of the Transfer:****

- ****Your Account Number:**** [Your Account Number]
- ****Amount to Transfer:**** [Amount]
- ****Recipient Bank Name:**** [Recipient Bank Name]
- ****Recipient Account Number:**** [Recipient Account Number]
- ****Recipient Name:**** [Recipient Name]
- ****Reference/Message (optional):**** [Message]

Please find attached any required identification documents or forms as per your bank's regulations.

Thank you for your prompt attention to this matter.

Sincerely,

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