

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

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

Subject: Bank Transfer Request

Dear [Bank Manager's Name],

I am writing to request a bank transfer from my account [Your Account Number] to the account details provided below:

****Recipient Information:****

- Name: [Recipient's Name]
- Account Number: [Recipient's Account Number]
- Bank Name: [Recipient's Bank Name]
- Bank Address: [Recipient's Bank Address]
- Amount: [Amount to be Transferred]

Please process this transfer at your earliest convenience. If you require any further information, do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]