

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

Branch Manager

Axis Bank

[Branch Address]
[City, State, Zip Code]

Subject: Fund Transfer Request

Dear Sir/Madam,

I am writing to request a fund transfer from my Axis Bank account. Below are the details of the transaction:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
IFSC Code: [IFSC Code of the recipient bank]
Recipient Account Holder Name: [Recipient's Name]
Recipient Account Number: [Recipient's Account Number]
Amount to be Transferred: [Amount]
Transfer Type: [NEFT/RTGS/IMPS]
Purpose of Transfer: [Brief description of the purpose]

Please find enclosed any required identification documents as per the bank's policy. I kindly request you to process this transfer at your earliest convenience.

Thank you for your assistance.

Sincerely,

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