

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Institution Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for BNB Transfer

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the transfer of BNB from my account to [specific recipient/account details].

Account Information:

- Your Account Name: [Your Account Name]
- BNB Amount to Transfer: [Amount]
- Recipient's Account Name: [Recipient Account Name]
- Recipient Wallet Address: [Recipient Wallet Address]

Please let me know if any further information is required to facilitate this process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]