

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

Subject: Request for Bank Wire Transfer

Dear [Bank Manager's Name],

I am writing to request a wire transfer from my account. Below are the details for the transfer:

****Account Information****

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Bank Name: [Recipient's Bank Name]
- Bank Address: [Recipient's Bank Address]
- SWIFT/BIC Code: [Recipient's SWIFT/BIC Code]
- IBAN: [Recipient's IBAN] (if applicable)

****Transfer Amount****

- Amount: [Transfer Amount]
- Currency: [Currency Type]

****Reason for Transfer****

- [Brief Explanation of Transfer Purpose]

Please let me know if you require any additional information to process this request. I authorize the transfer and understand any applicable fees may apply.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]