

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

Customer Service

DBS Bank

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

Subject: Fund Transfer Request

Dear DBS Bank Customer Service,

I hope this message finds you well. I am writing to request a fund transfer from my account with DBS Bank. Below are the details for the transaction:

- \*\*Account Holder Name:\*\* [Your Name]
- \*\*Account Number:\*\* [Your Account Number]
- \*\*Transfer Amount:\*\* [Amount to be Transferred]
- \*\*Beneficiary Name:\*\* [Beneficiary Name]
- \*\*Beneficiary Account Number:\*\* [Beneficiary Account Number]
- \*\*Bank Name:\*\* [Beneficiary Bank Name]
- \*\*Bank Address:\*\* [Beneficiary Bank Address]
- \*\*SWIFT/BIC Code:\*\* [SWIFT/BIC Code if applicable]
- \*\*Reference (if any):\*\* [Any Reference Note]

Please process this request at your earliest convenience. Should you require any further information, do not hesitate to contact me at the email or phone number mentioned above.

Thank you for your assistance.

Sincerely,

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