

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

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

Subject: eWallet Funds Transfer Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a transfer of funds from my eWallet account to [Recipient's Name/Account] as detailed below:

- **\*\*Amount to be transferred\*\***: [Amount]
- **\*\*eWallet Account Name\*\***: [Your eWallet Account Name]
- **\*\*Recipient's eWallet Account Name\*\***: [Recipient's eWallet Account Name]
- **\*\*Reason for Transfer\*\***: [Brief description of the reason]

Please let me know if you require any additional information or documentation to process this request. I appreciate your prompt attention to this matter and look forward to your confirmation of the transfer. Thank you for your assistance.

Sincerely,

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