

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm the wire transfer of funds as previously discussed.

Here are the details of the transfer:

- Amount: [Amount]
- Transfer Date: [Date]
- Sending Bank: [Your Bank Name]
- Recipient Bank: [Recipient Bank Name]
- Account Number: [Recipient Account Number]
- Reference Number: [Transfer Reference Number]

Please let me know once the funds have been received. If you have any questions or require additional information, feel free to reach out to me at your convenience.

Thank you for your attention to this matter.

Warm regards,

[Your Name]