

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

Subject: Request for Fund Transfer

Dear Sir/Madam,

I am writing to request the transfer of funds from my account as per the details provided below:

\*\*Account Holder Name:\*\* [Your Name]  
\*\*Account Number:\*\* [Your Account Number]  
\*\*IFSC Code:\*\* [Bank IFSC Code]  
\*\*Beneficiary Name:\*\* [Beneficiary Name]  
\*\*Beneficiary Account Number:\*\* [Beneficiary Account Number]  
\*\*Beneficiary Bank Name:\*\* [Beneficiary Bank Name]  
\*\*Beneficiary IFSC Code:\*\* [Beneficiary IFSC Code]  
\*\*Amount to be Transferred:\*\* [Amount]  
\*\*Transfer Purpose:\*\* [Purpose of Transfer]

Please process this request at your earliest convenience. I have attached a copy of my identification proof and any other required documents for verification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]