

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

The Branch Manager  
JK Bank

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

Subject: Request for Fund Transfer

Dear Sir/Madam,

I am writing to request a fund transfer from my account to another account. Below are the details of the transaction:

\*\*Account Holder Name:\*\* [Your Name]  
\*\*Account Number:\*\* [Your Account Number]  
\*\*IFSC Code:\*\* [Bank's IFSC Code]  
\*\*Beneficiary Name:\*\* [Recipient's Name]  
\*\*Beneficiary Account Number:\*\* [Recipient's Account Number]  
\*\*Beneficiary Bank Name:\*\* [Recipient's Bank Name]  
\*\*Transfer Amount:\*\* [Amount to be Transferred]  
\*\*Transfer Date:\*\* [Desired Transfer Date]

Please process this transfer at your earliest convenience. If you require any further information or documentation, feel free to contact me at the provided phone number or email address.

Thank you for your assistance.

Sincerely,

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