

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

Subject: Fund Transfer Request for NRI Account

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request a fund transfer for my NRI account maintained with your esteemed bank. Below are the details of the transfer:

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

I have attached all required documents, including a copy of my identification and proof of the beneficiary's account details, to facilitate this transfer. Please process this request at your earliest convenience and confirm once the transaction is completed.

Thank you for your prompt attention to this matter. If you require any further information, please feel free to contact me.

Sincerely,

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