

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
RBC Bank  
[Bank Address]  
[City, State, Zip Code]  
Subject: Fund Transfer Request  
Dear [Recipient Name],  
I hope this message finds you well.  
I am writing to request a fund transfer from my account as detailed below:  
\*\*Account Information:\*\*  
Account Holder Name: [Your Name]  
Account Number: [Your Account Number]  
Branch: [Your Branch Name or Code]  
\*\*Transfer Details:\*\*  
Amount: [Amount to be Transferred]  
Currency: [Currency Type]  
Recipient Name: [Recipient Name]  
Recipient Bank: [Recipient Bank Name]  
Recipient Account Number: [Recipient Account Number]  
Transfer Purpose: [Purpose of Transfer]  
I confirm that I have sufficient funds in my account to process this transfer. Please find enclosed any required verification documents as needed.  
I would appreciate it if you could process this request at your earliest convenience and confirm once the transfer has been completed.  
Thank you for your assistance.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]