

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Funds Transfer Request

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a transfer of funds from my account to [Recipient's Account Name] at [Recipient's Bank Name].

Account Details:

- Your Account Name: [Your Account Name]
- Your Account Number: [Your Account Number]
- Amount to be Transferred: [Amount]
- Recipient's Account Name: [Recipient's Account Name]
- Recipient's Account Number: [Recipient's Account Number]
- Recipient's Bank Name: [Recipient's Bank Name]
- Transfer Method: [Wire, ACH, etc.]

Please process this transfer at your earliest convenience. If you require any further information, do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]