

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

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

Subject: Request for Bank Transfer

Dear [Bank Manager's Name],

I am writing to request a bank transfer from my account [Your Account Number] to [Recipient's Name or Organization Name] whose account number is [Recipient's Account Number] at [Recipient's Bank Name].

Details of the transfer are as follows:

- Amount: [Amount to be Transferred]
- Transfer Date: [Preferred Transfer Date]
- Purpose: [Reason for Transfer]

Please find attached any required documents for processing this transfer.

Should you require any further information, feel free to contact me directly at [Your Phone Number] or via email at [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]