

[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 am writing to formally request a transfer of funds from my account with you. Please find the details of the transfer below:

****Account Information:****

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Account Type: [Savings/Checking]

****Transfer Details:****

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

Please process this request at your earliest convenience and confirm once the transfer has been completed. If you require any further information or documentation, do not hesitate to contact me at the information provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]