

[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 Wire Transfer

Dear [Bank Manager's Name],

I am writing to request a wire transfer from my account. Please find the details of the transfer below:

**\*\*Sender Information:\*\***

Account Holder Name: [Your Full Name]

Account Number: [Your Account Number]

**\*\*Recipient Information:\*\***

Recipient Name: [Recipient's Full Name]

Recipient Bank: [Recipient Bank Name]

Recipient Account Number: [Recipient Account Number]

Recipient Bank Address: [Recipient Bank Address]

SWIFT/BIC Code: [SWIFT/BIC Code] (if applicable)

**\*\*Transfer Amount:\*\***

[Amount in Words] ([Amount in Numbers])

**\*\*Purpose of Transfer:\*\***

[Brief Description of Purpose]

Please deduct any applicable fees from my account. I authorize the bank to process this wire transfer at your earliest convenience.

Thank you for your prompt attention to this matter. Please confirm the completion of the transfer by contacting me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]