

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]
Subject: Money Transfer Request
Dear [Bank Manager's Name],
I am writing to request a money transfer from my account [Your Account Number] to the following account:
Beneficiary Name: [Beneficiary's Full Name]
Beneficiary Bank: [Beneficiary's Bank Name]
Beneficiary Account Number: [Beneficiary's Account Number]
SWIFT/BIC Code: [SWIFT/BIC Code if applicable]
Amount: [Amount to be Transferred]
Currency: [Currency Type]
Transfer Date: [Preferred Date]
Please find attached any necessary identification and supporting documents required for this transfer.
I appreciate your assistance with this transaction and look forward to your confirmation.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]