

[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 hope this letter finds you well. I am writing to formally request a bank transfer from my account. Below are the details of the transfer:

**\*\*Account Information:\*\***

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Branch Name: [Your Bank Branch Name]

**\*\*Transfer Details:\*\***

- Amount to be Transferred: [Amount]
- Transfer Date: [Preferred Date]
- Recipient's Name: [Recipient's Name]
- Recipient's Bank Name: [Recipient's Bank Name]
- Recipient's Account Number: [Recipient's Account Number]
- Purpose of Transfer: [Reason for Transfer]

I kindly request you to process this transfer at your earliest convenience. Please let me know if you require any further information or documentation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]