

[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 or "To Whom It May Concern"],  
I am writing to request the transfer of funds between my accounts held at  
your bank. Below are the details of the accounts involved in this  
transfer:

**\*\*From Account:\*\***

Account Name: [Your Name]  
Account Number: [Your Source Account Number]

**\*\*To Account:\*\***

Account Name: [Your Name]  
Account Number: [Your Destination Account Number]

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

[Specify Amount]

I request that this transfer be completed as soon as possible. Should you  
require any further information or documentation, please feel free to  
contact me at the phone number or email address listed above.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]