

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Subject: Request for Fund Transfer

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request the transfer of funds from my account [Your Account Number] to [Recipient's Bank Name and Account Number].

Details of the transfer are as follows:

- Amount to be transferred: [Amount]
- Recipient's Name: [Recipient Name]
- Recipient's Bank Name: [Recipient Bank Name]
- Purpose of Transfer: [Purpose]

Please process this transfer at your earliest convenience. If you require any further information or documentation, kindly let me know.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]