

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

[Recipient's Name]  
[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Official Request for Fund Transfer

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the transfer of funds from my account to the designated recipient's account.

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

- My Account Number: [Your Account Number]
- Amount to be Transferred: [Amount]
- Recipient's Name: [Recipient's Name]
- Recipient's Account Number: [Recipient's Account Number]
- Receiving Bank Name: [Receiving Bank Name]

Please ensure that the transfer is completed by [Date] if possible. If you require any additional information or documentation to facilitate this transfer, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

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