

[Your Bank's Letterhead]

[Date]

[Recipient Bank Name]

[Recipient Bank Address]

[City, State, Zip Code]

Subject: Request for Money Transfer

Dear [Recipient's Name or Title],

I am writing to request the transfer of funds from my account to the account of [Recipient's Name] with the following details:

****Sender Information:****

- Name: [Your Full Name]
- Account Number: [Your Account Number]
- Bank Name: [Your Bank Name]
- Address: [Your Address]
- Contact Number: [Your Phone Number]

****Recipient Information:****

- Name: [Recipient Full Name]
- Account Number: [Recipient Account Number]
- Bank Name: [Recipient Bank Name]
- Address: [Recipient Address]

****Transfer Details:****

- Amount to be Transferred: [Amount]
- Currency: [Currency Type]
- Purpose of Transfer: [Purpose]

I authorize this transaction and confirm that all information provided is accurate. Please process this transfer at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title, if applicable]

[Your Contact Information]