

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

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

Subject: Money Transfer Instruction

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request a transfer of funds from my account [Your Account Number] to [Recipient's Name or Account Details].

Details of the transaction are as follows:

- Amount: [Specify Amount]
- Recipient Account Number: [Recipient's Account Number]
- Recipient Bank Name: [Recipient's Bank Name]
- Reason for Transfer: [Brief Explanation]

Please find enclosed any required documentation needed to complete this transaction. I appreciate your prompt attention to this request and would like to be informed once the transfer has been completed.

Thank you for your assistance.

Sincerely,

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