

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

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

Subject: Request for Bank Transfer

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a bank transfer from my account [Your Account Number] to the following account:

Beneficiary Name: [Beneficiary Name]

Bank Name: [Beneficiary's Bank Name]

Account Number: [Beneficiary's Account Number]

Swift Code: [Beneficiary's Bank Swift Code] (if applicable)

Amount: [Transfer Amount]

Transfer Date: [Desired Date of Transfer]

Please find attached the necessary documents to process this transfer. I kindly ask you to confirm the completion of this transaction at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]