

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

[Recipient Name]
[Recipient Title]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Fund Transfer Request

I am writing to request the transfer of funds from my account to the specified recipient. Below are the details of the transfer:

****Account Information:****

- Your Account Number: [Your Account Number]
- Recipient Account Number: [Recipient Account Number]
- Amount to be Transferred: [Amount]
- Transfer Date: [Date of Transfer]

****Recipient Information:****

- Recipient Name: [Name]
- Recipient Bank: [Bank Name]
- Recipient Bank Address: [Bank Address]

I authorize the bank to deduct the amount from my account and process this transfer as per the details provided. Please confirm the completion of this transaction via email or phone.

Thank you for your assistance.

Sincerely,

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