

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization/Bank Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Fund Transfer

I hope this letter finds you well. I am writing to formally request the transfer of funds from my account to another account. Below are the details pertinent to this transaction:

****Sender's Information:****

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Bank Name: [Your Bank Name]

****Recipient's Information:****

- Beneficiary Name: [Recipient's Name]
- Beneficiary Account Number: [Recipient's Account Number]
- Bank Name: [Recipient's Bank Name]
- Amount to be Transferred: [Amount]
- Transfer Date: [Preferred Date]

Please process this transfer at your earliest convenience. If you require any further information or documentation, feel free to contact me via email or phone.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]