

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

TD Bank

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

Subject: Wire Transfer Request

Dear TD Bank Representative,

I am writing to request a wire transfer from my account with TD Bank.

Below are the details of the transfer:

****Account Information:****

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Routing Number: [Your Routing Number]

****Transfer Details:****

Amount: [Amount to be Transferred]
Beneficiary Name: [Beneficiary's Name]
Beneficiary Bank: [Beneficiary's Bank Name]
Beneficiary Bank Address: [Beneficiary Bank Address]
Beneficiary Account Number: [Beneficiary's Account Number]
SWIFT/BIC Code: [SWIFT/BIC Code if applicable]

Please process this wire transfer at your earliest convenience. Should you require any further information to complete this request, feel free to contact me at the phone number or email provided above.

Thank you for your assistance.

Sincerely,

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