

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

Customer Service

Vystar Credit Union

[Credit Union Address]
[City, State, Zip Code]

Subject: Fund Transfer Request

Dear Vystar Customer Service Team,

I hope this message finds you well. I am writing to request a fund transfer from my Vystar account. Below are the details of the transfer:

****Account Information:****

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [e.g., Checking/Savings]

****Transfer Details:****

- Amount to be Transferred: \$[Amount]
- Transfer To: [Recipient's Name or Institution]
- Recipient Account Number: [Recipient's Account Number]
- Transfer Method: [e.g., ACH, Wire Transfer]

****Transfer Date:****

- Requested Transfer Date: [Date]

Please let me know if you require any further information or documentation to process this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]