

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

[Recipient's Name]
[Recipient's Title]
[Xoom Corporation]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Transfer Request

I hope this letter finds you well. I am writing to formally request a transfer through Xoom for an upcoming transaction.

Details of the transfer are as follows:

- Sender's Name: [Your Name]
- Recipient's Name: [Recipient's Name]
- Amount to be Transferred: [Amount]
- Destination Country: [Country]
- Purpose of Transfer: [Reason for Transfer]

Please let me know if you require any additional information or documentation to facilitate this transfer. I appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]