

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Xoom International Transfer

1. ****Introduction****

- State the purpose of the letter
- Briefly explain the transfer amount and the recipient's details

2. ****Details of Transfer****

- Mention the date of the transfer
- Provide information on the transaction ID
- Clarify the origin and destination countries

3. ****Delivery Method****

- Explain how the funds are being sent (e.g., bank deposit, cash pickup)
- Include any relevant processing times

4. ****Tracking Information****

- Provide instructions on how the recipient can track the transfer
- Mention any necessary details or link provided by Xoom

5. ****Contact Information****

- Offer contact details for assistance or inquiries
- Include customer service numbers or emails

6. ****Conclusion****

- Thank the recipient for their attention
- Express anticipation for a successful transfer

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]