

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

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Fund Transfer Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the transfer of funds via Xoom. Below are the details for the transaction:

- **Sender Name:** [Your Name]
- **Receiver Name:** [Receiver's Name]
- **Amount to be Transferred:** [Amount]
- **Currency:** [Currency Type]
- **Receiver's Email/Phone Number:** [Receiver's Contact Information]
- **Purpose of Transfer:** [Brief Description of Purpose]

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

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Xoom Account Number] (if applicable)