

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Money Transfer via Xoom

I hope this message finds you well. I am writing to inform you that I have sent a money transfer to you through Xoom, our service provided by PayPal.

**\*\*Transaction Details:\*\***

- Amount: \$[Amount]
- Transaction ID: [Transaction ID]
- Date of Transfer: [Date]
- Expected Delivery Time: [Delivery Time]

You can receive the funds directly to your bank account, or you may choose to pick them up at a designated location. Please check your Xoom account for more details or to confirm receipt of the funds.

If you have any questions about the transfer, please feel free to reach out to me.

Thank you, and I hope you find this transfer helpful!

Best regards,

[Your Name]