

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

Xoom Customer Service

[Company Address]
[City, State, Zip Code]

Subject: Wire Transfer Request

Dear Xoom Customer Service,

I hope this message finds you well. I am writing to request a wire transfer through your services. Below are the details necessary to process my request:

****Sender Information:****

- Name: [Your Name]
- Address: [Your Address]
- Email: [Your Email Address]
- Phone Number: [Your Phone Number]

****Recipient Information:****

- Name: [Recipient's Name]
- Address: [Recipient's Address]
- Email: [Recipient's Email Address]
- Phone Number: [Recipient's Phone Number]

****Transfer Details:****

- Amount: [Amount in USD or Local Currency]
- Currency: [Currency Type]
- Transfer Method: [e.g., Bank Account, Cash Pickup]
- Reference Number: [Xoom Transaction Reference]

Please process this wire transfer at your earliest convenience. If you require any further information or documentation, do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]