

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

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]  
Subject: Payment Request

Dear [Bank Manager's Name],  
I am writing to formally request a payment from my account with [Bank Name]. Below are the details pertaining to this request:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Payment Amount: [Amount in Words] ([Amount in Numbers])
- Payee Name: [Payee's Name]
- Payee Account Number: [Payee's Account Number]
- Payment Reference: [Reference/Invoice Number, if applicable]
- Payment Date: [Desired Payment Date]

Please find attached any necessary documents to support this request.  
I appreciate your prompt attention to this matter and look forward to your confirmation.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]