

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Bank Transfer Request

Dear [Bank Manager's Name],

I am writing to request a bank transfer from my account held at your institution. Below are the details required to process this transfer:

****Account Holder's Name:**** [Your Name]

****Account Number:**** [Your Account Number]

****Transfer Amount:**** [Amount to be Transferred]

****Recipient's Name:**** [Recipient's Name]

****Recipient's Account Number:**** [Recipient's Account Number]

****Bank Name:**** [Recipient's Bank Name]

****Bank Address:**** [Recipient's Bank Address]

****Transfer Description:**** [Reason for Transfer]

Please let me know if you require any further information to complete this request. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]