

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

The Branch Manager

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

Subject: Fund Transfer Request

Dear [Bank Manager's Name],

I am writing to request a fund transfer from my account at [Bank Name].

Below are the details of the transaction:

**\*\*Account Information:\*\***

- Account Holder's Name: [Your Name]
- Account Number: [Your Account Number]
- Branch: [Your Branch Name]

**\*\*Transfer Details:\*\***

- Amount to be Transferred: [Amount]
- Recipient's Bank Name: [Recipient's Bank Name]
- Recipient's Account Number: [Recipient's Account Number]
- Recipient's Name: [Recipient's Name]
- Transfer Method: [e.g., NEFT, RTGS, IMPS]
- Reason for Transfer: [Brief Reason]

I kindly request you to process this transfer at your earliest convenience. I have attached any necessary documents to facilitate this request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]