

# Request For Fund Transfer Letter

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**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Bank Name]**

[Bank Address]

[City, State, Zip Code]

**Subject:** Request for Fund Transfer

Dear Sir/Madam,

I am writing to request the transfer of funds from my account to another account as per the details provided below.

Please transfer the amount of **[amount]** from my account number **[your account number]** at **[bank name]** to the following recipient account:

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

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

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

**SWIFT/BIC Code:** [SWIFT/BIC Code] (if applicable)

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

I kindly request that this transfer be processed at your earliest convenience.

Please confirm the completion of this transaction by sending a notification to me via email or phone.

Should you require any further information or clarification, feel free to contact me at **[your phone number]** or **[your email address]**.

Thank you for your prompt assistance with this matter.

Yours sincerely,

[Your Name]