

Fund Transfer Confirmation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the successful transfer of funds as per our recent agreement.

Details of the Fund Transfer:

- **Transfer Amount:** [Amount Transferred]
- **Date of Transfer:** [Date of Transfer]
- **Sender's Name:** [Your Name]
- **Sender's Account Number:** [Your Account Number]

- **Recipient's Name:** [Recipient's Name]
- **Recipient's Account Number:** [Recipient's Account Number]
- **Transaction Reference Number:** [Reference Number, if applicable]
- **Purpose of Transfer:** [e.g., Payment for services, invoice payment, etc.]

Please verify that the funds have been received in your account. If you have any questions or require additional information regarding this transaction, do not hesitate to contact me.

Thank you for your cooperation. I look forward to your confirmation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]