

Bank Fund Transfer Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Manager's Name]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a fund transfer from my account with [Bank Name]. Below are the details of the transaction:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Transfer Amount:** [Amount to be Transferred]
- **Beneficiary's Name:** [Beneficiary's Name]
- **Beneficiary's Account Number:** [Beneficiary's Account Number]
- **Beneficiary's Bank Name:** [Beneficiary's Bank Name]
- **Transfer Type:** [e.g., Domestic/International]

- **Purpose of Transfer:** [e.g., Payment for services, personal gift, etc.]

I kindly request that the transfer be processed at your earliest convenience. If there are any forms or additional information required to complete this transaction, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]