

# Bank Transfer Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for Bank Transfer

I am writing to request a bank transfer from my account to another account as detailed below:

1. Beneficiary's Name: [Recipient's Full Name]
2. Beneficiary's Bank Name: [Recipient's Bank Name]
3. Beneficiary's Bank Account Number: [Recipient's Bank Account Number]
4. Beneficiary's Bank Address: [Recipient's Bank Address]
5. SWIFT/BIC Code (if applicable): [SWIFT/BIC Code]
6. Transfer Amount: [Amount in Currency]
7. Purpose of Transfer: [Briefly explain the purpose of the transfer]

I kindly request you to process the above-mentioned bank transfer as soon as possible. Please deduct any applicable fees for this transaction from my account balance.

Below are the details of my account from which the transfer should be made:

Account Holder's Name: [Your Full Name]

Account Number: [Your Account Number]

Bank Branch: [Your Bank Branch Name]

SWIFT/BIC Code (if applicable): [SWIFT/BIC Code of your bank]

I have attached any supporting documents required for this transfer, including any forms or identification as requested by the bank.

Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. I appreciate your assistance in facilitating this bank transfer.

Yours sincerely,

[Your Full Name]