

Formal bank transfer letter template

Dear [Bank Manager Name],

I am writing to request a transfer of funds from my account [Account Number] to the following beneficiary account:

Beneficiary Name: [Name]

Bank Name: [Bank Name]

Account Number: [Account Number]

IFSC/SWIFT Code: [Code]

Amount: [Amount in figures and words]

Please process this transfer at the earliest and confirm once the transaction has been completed. I authorize the bank to debit my account for the above-stated amount including any applicable charges.

Thank you for your assistance.

Sincerely,

[Your Name]

[Contact Information]

Get more templates here: <https://www.lettersandtemplates.com/letters/bank-transfer-letter>