

## Formal fund transfer letter template

Dear [Bank Manager/Recipient Name],

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

Beneficiary Name: [Name]

Account Number: [Number]

Bank Name: [Bank Name]

IFSC/SWIFT Code: [Code]

Amount: [Amount]

Please process this transfer at the earliest and confirm once completed. Enclosed are any supporting documents required for verification.

Thank you for your prompt attention.

Sincerely,

[Your Name]

[Contact Information]

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