**Fund Transfer Request Letter To Bank**

Businesses often require availing the fund transfer services from their banks to make payments to their suppliers or other business associates. Hence, it is important to know the art of drafting a professional fund transfer request letter to bank. Below is a sample of the same letter has been given which will work as a great guide to help you create your personalized letter to the bank. Learn to write effective and informative request letters to financial institutions.

**Template of Funds Transfer Request Letter To Bank**

Date: 23 June 2014

To,

The Branch Manager,  
National Bank,  
Swedish Street,  
Los Angeles.

Sub: Request for fund transfer of $3,000 from our A/c. Number 123456 to A/c. No. 987654.

Dear Sir,

I request you to please transfer US $3,000 (three thousand) from my current account number 123456 with the account name is Zenith Technologies Limited to my saving account number 987654 with account name George Mathew .

Please process the request at the earliest at your end.

Thanking you for your kind co-operation.

Yours sincerely,

George Mathew