**Sample Request Bank to Wire Funds Letter**

From individuals to corporate, everyone looks for an easy transfer of money. Use the sample letter requesting bank to wire funds which helps you write a personalized formal letter asking the bank to transfer the amount. Do mention important details like your account number, amount to be wired, bank account details of the party in whose account you wish to make the transfer.

Here is short and informative formal letter which requests the bank to make earliest transfers to an account.

**Request Bank to Wire Funds Letter Format**

June 18, 2014

Julie Jackson  
National Bank  
1234 Park Street  
California

Dear Julie Jackson,

I would like to request a wire transfer $ 5,000 from my account no. 005/1234 to the following account:

ACCOUNT NUMBER: 02/56789

ACCOUNT-HOLDER NAME: Annie James

BANK NAME AND ADDRESS: Authentic Bank, 55th Wall Street, New York

BANK TRANSIT NUMBER: 1223

I would be really glad if you could execute this request at your earliest convenience.

Sincerely,

Jim Pattinson