

Letter to Transfer Money to Another Bank Account

From,
Anil Chopra
26 Green Colony
Delhi - 110016

Date: 4 May 2020

To,
The Branch Manager
ABC Bank
Delhi - 110016

Subject: Request for transferring of funds

Dear Sir/Madam,

The purpose of writing this letter is to request you to transfer an amount of Rs 50,000 from my account to another account in South Delhi of your bank. I have mentioned all the details of the bank mentioned below:

Bank details of Transferor -
Account Name: Anil Chopra
Account No: 78900000
Bank Branch: Punjabi Bagh

Bank Details of the Transferee -
Account Name: Hi-Tech Officials
Account no: 78654433
Bank Branch: South Delhi

I hope that you will initiate the payment as soon as possible.

Thanking you in anticipation.

Yours Sincerely,

Anil Chopra

