Subject: Request letter for funds transfer

Body:

Respected Sir/Madam,

This is to most humbly inform you that my name is [name] and I hold a [account type] bearing account no [account number] in your [branch name] branch.

I hereby write this letter to request you to transfer [amount] from my account number [account number] to account bearing account number [account number] in the name of [name of the account holder].

As per the requirements, I have already attached the necessary documents along with this letter for the smooth process of my application. I request you to do the needful and I shall be highly obliged to you.

Thank you.

[Your Signature]