Date:
The Manager
Dear Sir,
Sub:
Ref Cash Credit A/c No.
We request you to please transfer to the beneficiary, details of which are mentioned below, towards payment of services.
DEBIT ACCOUNT:
NAME OF BENEFICIARY:
NAME OF BANK:
BRANCH:
IBAN NO
SWIFT/BIC CODE:
The related invoice and forms are enclosed herewith. Request you to please process the wire transfer at the earliest and share the remittance advice once completed.
Thanking You,
For,

Authorized signatory