${dateNow}

**${bankName}**

${branchName}

Attention: ${attention}

RE : **${subject}**

Sir / Madame:

This is to request your good office to transfer fund as follows:

AMOUNT : **${fromCurrencyType} ${amount}**

**${numberToWord}**

FROM :  **A/C No. ${accountNo} ( ${companyName} )**

TO :  **A/C No.** **${toACNo}**

PURPOSE : ${purpose}

Thank you.

Very truly yours.

**JOSEPH O. YAO/ AZUCENA YAO/ ANNIKA Y. YAO/ JANDRICK YAO/ JOHAN YAO**