Subject: Request for Urgent Transfer of Funds for Tuition Fee Payment

Dear Vice President,

I hope this letter finds you in good health. It is with utmost respect and humility that I reach out to you as a dedicated member of the Commercial Bank of Ethiopia, serving as Junior IS Officer I in the Department of System Development and Customization since December, 2022. I write to humbly request your valuable assistance in facilitating the urgent payment of my tuition fee for my upcoming studies.

My name is Fiker Yibeltal Adam, and I am recently been accepted into the Master's program in IT in Business at WSB Merito University, Torun branch in Bydgoszcz, Poland. I am writing to request your urgent support in arranging the transfer of funds for my tuition fee payment, which is a mandatory requirement for obtaining my acceptance letter and proceeding with the visa processing.

To ensure a smooth and timely process, I kindly request your assistance in transferring the necessary funds from my account (Account Number: 1000222403433) at the Commercial Bank of Ethiopia to the designated account of WSB Merito University as attached in the offer letter. The tuition fee for the first semester amounts to 1,470 euros as stated in the document.

As the deadline for semester tuition fee payment is approaching rapidly, I kindly ask for your prompt attention to this matter. Your swift assistance in initiating the transfer will greatly contribute to my ability to meet the university's requirements.

I am sincerely grateful for your support and cooperation in arranging the timely transfer of funds for my tuition fee payment. I eagerly await your positive response and the subsequent initiation of the transfer.

Respectfully yours,

Fiker Yibeltal Adam