

Bank Fund Transfer Letter Format

Ref : XXX/DHK/2013

Date: 01/01/2013

To,
The Branch Manager
ABCD Bank Ltd.
XXX Branch, Dhaka,
Bangladesh.

Sub: Request for fund transfer of \$5,500 from our A/c. Number 181003252 to A/c. No. 14200842.

Dear Sir,

We do hereby request to you kindly US \$5,500 (five thousand five hundred) transfer from our reserve fund account number 181003252 name is XXX Textile Limited to our current account number 14200842 name is XXX Knitting Limited.

Please do the needful at your end.

Hope your kind co-operation will be highly appreciated.

Thanking you.

You're faithfully,

Mr. / Ms. XXX
Finance Officer
XXX Business Group