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# Fund Transfer Letter for Bank Employee

**Emma Johnson**  
**Senior Account Manager**  
**ABC Bank**  
**789 Main Street**  
**Boston, MA 02116**  
**emma.johnson@abcbank.com**  
**555-987-6543**  
**November 2, 2024**

**Branch Manager**  
**ABC Bank**  
**Downtown Boston Branch**  
**456 Elm Street**  
**Boston, MA 02116**

Subject: Fund Transfer Request

Dear Mr. Richardson,

I am writing to request the transfer of funds from account number **123456789** to account number **987654321**, as part of a client's banking transaction.

## Transfer Details:

- **Account Holder Name:** John Smith
- **Account Number (Originating):** 123456789
- **Account Number (Destination):** 987654321
- **Amount to be Transferred:** \$5,000 (Five Thousand Dollars)

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- **Transfer Date:** November 3, 2024
  - **Purpose of Transfer:** Client investment in real estate

All necessary compliance checks have been completed in line with the bank's operational procedures, and I have verified that sufficient funds are available in the originating account to facilitate this transfer.

I request your kind approval to execute this transaction at the earliest convenience to meet the client's requirements. Attached are supporting documents needed for this transfer.

Thank you for your attention to this request. Please let me know if further information or clarification is required.

**Yours sincerely,**

**Emma Johnson**

**Senior Account Manager**

**ABC Bank**

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