

Fund Transfer Letter to Another Branch

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Branch Manager
XYZ Bank - Chicago Branch
456 Lake Shore Drive
Chicago, IL 60611

Subject: Fund Transfer Request to Another Branch

Dear Mr. Roberts,

I am writing to request the transfer of funds from the New York branch to the Chicago branch to facilitate ongoing operational expenses. The details of the fund transfer are as follows:

Transfer Details:

- **Account Name:** XYZ Bank Operating Account
- **Account Number (Originating):** 1122334455
- **Account Number (Receiving):** 5566778899
- **Amount to be Transferred:** \$10,000 (Ten Thousand Dollars)
- **Transfer Date:** November 3, 2024

- **Purpose of Transfer:** Operational support for the Chicago branch

All compliance checks have been conducted, and the necessary internal approvals have been secured. Attached are the supporting documents required for processing this transaction.

I kindly request your assistance in processing this transfer promptly to ensure seamless operations at the Chicago branch. Should there be any questions or need for further information, please contact me directly.

Thank you for your attention to this request.

Yours sincerely,

Linda Carter

Branch Operations Manager

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