horizontal line

**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)
* **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  
emma.johnson@abcbank.com  
555-987-6543**