

Fund Transfer Letter for Govt Employees

Michael Thompson
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November 2, 2024

Branch Manager
First National Bank
Central Branch
456 Main Street
Sacramento, CA 95814

Subject: Fund Transfer Request for Government Transaction

Dear Mr. Johnson,

I am writing to formally request the transfer of funds from the official government account held at First National Bank, account number **1122334455**, to account number **5544332211** for an approved government expenditure.

Transfer Details:

- **Account Name:** Department of Public Works
- **Account Number (Originating):** 1122334455
- **Account Number (Destination):** 5544332211
- **Amount to be Transferred:** \$25,000 (Twenty-Five Thousand Dollars)

- **Transfer Date:** November 4, 2024
- **Purpose of Transfer:** Infrastructure project funding for road maintenance and repair

This transfer has been duly authorized and complies with government financial regulations. The relevant approvals and supporting documentation are attached for your review.

I kindly request the processing of this transfer at the earliest possible date to ensure the timely execution of government activities. Should you need any further information or clarification, please do not hesitate to contact me.

Thank you for your cooperation.

Yours sincerely,

Michael Thompson
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