

To

The Branch Manager
Punjab National Bank

Subject: Request for Fund Transfer from Account to Account

Dear Sir,

I am writing to request a fund transfer from my account with your institution. Below are the details of the transfer:

1. Sender's Information:

- Account Holder's Name: _____

- Account Number: _____

2. Receiver's Information:

- Receiver's Name: _____

- Receiver's Account Number: _____

- Receiving Bank's Address (if different): _____

3. Transfer Amount: _____

4. Purpose of Transfer: _____

5. Transfer Date: _____

Please process this fund transfer according to the information provided above. Kindly confirm the successful completion of the transfer to my contact information mentioned above.

Should you require any further information or documentation, please do not hesitate to contact me at the details provided.

Thank you for your prompt attention to this matter.

Sincerely,

Your Name _____

Your Signature _____