

[Sender Banking Institution Name]

[Department Name, if applicable]

[Street Address]

[City, State, Zip Code]

[Country]

[Phone Number]

[Email Address/Website]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: [Subject Line/Account Number Ending in XXXX]

Dear [Recipient Name],

[Insert opening paragraph here.]

[Insert body paragraph here.]

[Insert closing paragraph here.]

Sincerely,

[Signature]

[Printed Name]

[Job Title/Position]

[Sender Banking Institution Name]