

[Banking Institution Name]

[Department Name]

[Street Address / Head Office]

[City, State, Zip/Post Code]

[Country]

SWIFT/BIC: [Swift Code]

Phone: [Telephone Number]

Email: [Official Email Address]

Website: [Website URL]

Date: [Current Date]

Our Ref: [Reference Number]

[Recipient Name/Department]

[Recipient Institution Name]

[Street Address]

[City, State, Zip/Post Code]

SUBJECT: [Formal Subject of the Letter]

Dear [Recipient Title/Name],

[Paragraph 1: State the primary purpose of the letter, such as account verification, fund transfer notification, or formal inquiry.]

[Paragraph 2: Provide specific details, account numbers (masked where necessary), transaction dates, or regulatory compliance information.]

[Paragraph 3: State any required actions or deadlines expected from the recipient.]

Should you require further clarification, please contact the undersigned at [Extension/Direct Line].

Sincerely,

[Signature]

[Full Name of Officer]

[Official Title/Position]

[Banking Institution Name]

[Confidentiality Disclaimer or Regulatory Registration Details]