

Current Date: [Date]

[Sender Name/Company Name]

[Address Line 1]

[Address Line 2]

[Phone Number]

To: [Recipient Name/Company Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

Subject: Confirmation of Wire Transfer

Dear [Recipient Name],

This letter serves as formal confirmation that a wire transfer has been initiated from our account to your designated bank account. Please find the transaction details below:

- **Transaction Date:** [Date of Transfer]
- **Reference/Confirmation Number:** [Reference Number]
- **Amount Transferred:** [Currency and Amount]
- **Sending Bank:** [Bank Name]
- **Recipient Bank:** [Recipient Bank Name]
- **Recipient Account Number (Partial):** [Last 4 Digits of Account]

The funds should be available in your account within [Number] business days, depending on your bank's processing times. Please notify us once the funds have been successfully received.

If you have any questions regarding this transaction, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Job Title/Position]