

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]

Re: Request for Funds Transfer Between Accounts

To Whom It May Concern,

I am writing to formally request a transfer of funds from my savings account to my personal checking account held at your institution.

Please transfer the following amount:

- **Amount to Transfer:** \$[Amount]
- **From Savings Account Number:** [Your Savings Account Number]
- **To Checking Account Number:** [Your Checking Account Number]

I would like this transfer to be processed [immediately / on Date]. Please notify me once the transaction has been completed or if any further verification is required.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]