

## Emergency fund transfer letter template

Dear [Bank Manager/Recipient Name],

Due to an urgent requirement, I request an immediate transfer of [Amount] from my account

[Account Number] to the following beneficiary:

Beneficiary Name: [Name]

Account Number: [Number]

Bank Name: [Bank Name]

IFSC/SWIFT Code: [Code]

Please prioritize this transfer and confirm once it is processed.

Sincerely,

[Your Name]

[Contact Information]

**Get more templates here:**

<https://www.lettersandtemplates.com/letters/fund-or-momey-transfer-letter-format>