April 20, 2010

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**OBJECT: REQUEST BANK TO WIRE FUNDS**

Dear [CONTACT NAME],

I hereby request [BANK] to electronically transfer (wire) an amount of [AMOUNT] from our account [ACCOUNT NUMBER] to the following account:

ACCOUNT NUMBER: [ACCOUNT NUMBER]

ACCOUNT-HOLDER NAME: [NAME]

BANK NAME AND ADDRESS: [BANK NAME AND ADDRESS]

BANK TRANSIT NUMBER: [TRANSIT NUMBER]

I understand that the fees for such a transaction are [REGULAR FEES]. Please contact me to confirm the transaction once it has been processed. I would greatly appreciate this request to be executed at your earliest convenience.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]