

Transfer Request Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Transfer Request

Dear [Recipient's Name],

We are pleased to confirm the receipt of your request for transfer dated [Insert Request Date]. Below are the details of your request:

- **Transfer Amount:** [Insert Amount]
- **Transfer Method:** [Insert Method]
- **Reference Number:** [Insert Reference Number]
- **Status:** [Pending/Completed]

We appreciate your prompt action and look forward to assisting you further. Should you have any questions regarding this transfer or require further assistance, please do not hesitate to contact us.

Thank you for choosing our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Phone Number]

[Email Address]