

# Transfer Verification Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

This letter is to confirm the request for transfer submitted on [Insert Date of Request] regarding the [Insert Details of Transfer, e.g., funds, assets, etc.], from [Current Account/Location] to [New Account/Location].

Please be advised that we have received your request and it is currently being processed. The anticipated completion date is [Insert Expected Date].

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]