

Electronic Funds Transfer Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Contact Name],

I am writing to request confirmation of an electronic funds transfer (EFT) that I initiated on [Transfer Date]. Below are the details of the transaction:

- Transfer Amount: [Amount]
- Transfer Reference Number: [Reference Number]
- Sender's Account Number: [Your Account Number]
- Recipient's Account Number: [Recipient's Account Number]
- Recipient's Bank Name: [Recipient's Bank Name]

Please confirm that the funds have been successfully transferred and provide any relevant transaction details at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]