

Money Transfer Applications

A. Personal Purposes

1. Self Account Transfer

Subject: Request for Transfer of Funds Between My Accounts

Dear Sir/Madam,

I request the transfer of funds from one of my accounts to another account held with your bank for personal financial management. The details are as follows:

1. **Account Holder Name:** [Your Full Name]
2. **Source Account Number:** [Source Account Number]
3. **Source Account Type:** [e.g., Savings/Current]
4. **Destination Account Number:** [Destination Account Number]
5. **Destination Account Type:** [e.g., Savings/Current]
6. **Amount to Transfer:** [Specify Amount and Currency]
7. **Branch Name:** [Branch Name and Address, if applicable]

Please process the transfer at the earliest and confirm its completion via email to [Your Email Address] or at [Your Contact Number]. Enclosed are:

1. Copy of CNIC/Passport (if required)
2. [Any other documents as per bank requirements]

Thank you for your prompt assistance.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

2. Family Support / Personal Transfer

Subject: Request for Fund Transfer for Family Support

Dear Sir/Madam,

I wish to transfer funds from my account to a family member's account to provide personal financial support. The transfer details are:

1. **Account Holder Name:** [Your Full Name]
2. **Source Account Number:** [Your Account Number]
3. **Recipient's Name:** [Recipient's Full Name]
4. **Recipient's Account Number:** [Recipient's Account Number]
5. **Recipient's Bank and Branch:** [Recipient's Bank Name and Branch Address]
6. **Amount to Transfer:** [Specify Amount and Currency]
7. **Purpose:** [e.g., Family Support, Personal Assistance]

Please process the transfer promptly and confirm its completion via email to [Your Email Address] or at [Your Contact Number]. Enclosed are:

1. Copy of CNIC/Passport (if required)
2. [Any other documents as per bank requirements]

I appreciate your cooperation in facilitating this transfer.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

3. Education Fee Transfer

Subject: Request for Transfer of Funds for Educational Fees

Dear Sir/Madam,

I request the transfer of funds from my account to an educational institution to pay tuition fees.
The transfer details are:

1. **Account Holder Name:** [Your Full Name]
2. **Source Account Number:** [Your Account Number]
3. **Institution Name:** [Name of School/College/University]
4. **Institution Account Number:** [Institution's Account Number]
5. **Institution's Bank and Branch:** [Bank Name and Branch Address]
6. **Amount to Transfer:** [Specify Amount and Currency]
7. **Purpose:** [e.g., Tuition Fees for [Student's Name], Semester [Details]]

Enclosed are:

1. Copy of CNIC/Passport (if required)
2. Fee challan or invoice from the institution (if applicable)
3. [Any other documents as per bank requirements]

Please process the transfer at the earliest and confirm via email to [Your Email Address] or at [Your Contact Number].

Thank you for your assistance.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

4. Medical / Hospital Payment Transfer

Subject: Request for Fund Transfer for Medical Expenses

Dear Sir/Madam,

I request the transfer of funds from my account to a medical institution to pay treatment expenses. The transfer details are:

1. **Account Holder Name:** [Your Full Name]
2. **Source Account Number:** [Your Account Number]
3. **Recipient Institution Name:** [Name of Hospital/Clinic]
4. **Recipient Account Number:** [Institution's Account Number]
5. **Recipient's Bank and Branch:** [Bank Name and Branch Address]
6. **Amount to Transfer:** [Specify Amount and Currency]
7. **Purpose:** [e.g., Medical Treatment for [Patient's Name]]

Enclosed are:

1. Copy of CNIC/Passport (if required)
2. Medical invoice or bill (if applicable)
3. [Any other documents as per bank requirements]

Please ensure the transfer is processed promptly and confirm its completion via email to [Your Email Address] or at [Your Contact Number].

I appreciate your support in this urgent matter.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

5. Loan Repayment Transfer

Subject: Request for Fund Transfer for Loan Repayment

Dear Sir/Madam,

I would like to transfer funds from my account to settle an instalment or outstanding amount for a loan/credit card account. The transfer details are:

1. **Account Holder Name:** [Your Full Name]
2. **Source Account Number:** [Your Account Number]
3. **Loan/Credit Card Account Number:** [Loan/Credit Card Account Number]
4. **Bank and Branch (if applicable):** [Bank Name and Branch Address]
5. **Amount to Transfer:** [Specify Amount and Currency]
6. **Purpose:** [e.g., Loan Repayment Instalment for [Loan Reference Number]]

Enclosed are:

1. Copy of CNIC/Passport (if required)
2. Loan repayment schedule or statement (if applicable)
3. [Any other documents as per bank requirements]

Please process the transfer at the earliest and confirm its completion via email to [Your Email Address] or at [Your Contact Number].

Thank you for your assistance.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

B. Business Purposes

1. Supplier / Vendor Payment Transfer

Subject: Request for Fund Transfer to Supplier/Vendor

Dear Sir/Madam,

Our organization requests the transfer of funds from our business account to a supplier/vendor for business-related payments. The transfer details are:

1. **Business Name:** [Your Business Name]
2. **Source Account Number:** [Your Account Number]
3. **Recipient Name:** [Supplier/Vendor Name]
4. **Recipient Account Number:** [Recipient's Account Number]
5. **Recipient's Bank and Branch:** [Bank Name and Branch Address]
6. **Amount to Transfer:** [Specify Amount and Currency]
7. **Purpose:** [e.g., Payment for Invoice No. XXXXX, Goods/Services]

Enclosed are:

1. Copy of CNIC/Passport of authorized signatory
2. Invoice or agreement with the supplier (if required)
3. [Any other documents as per bank requirements]

Please process the transfer promptly and confirm its completion via email to [Business Email Address] or at [Business Contact Number].

Yours faithfully,

[Full Name of Authorized Signatory]

[Designation]

[Signature of Authorized Signatory]

[Company Stamp, if applicable]

[Date: August 18, 2025]

2. Employee Salary Transfer

Subject: Request for Employee Salary Transfers

Dear Sir/Madam,

Our organization requests the transfer of funds from our business account to employees' accounts for salary payments. The details are as follows:

1. **Business Name:** [Your Business Name]
2. **Source Account Number:** [Your Account Number]
3. **Branch Name:** [Branch Name and Address]
4. **Recipient Details:** [Provide a list or attach a sheet with Employee Names, Account Numbers, Bank Names, and Amounts]
5. **Total Amount to Transfer:** [Specify Total Amount and Currency]
6. **Purpose:** [e.g., Monthly Salary Payment for [Month/Year]]

Enclosed are:

1. Copy of CNIC/Passport of authorized signatory
2. Salary transfer list or payroll sheet (if applicable)
3. [Any other documents as per bank requirements]

Please process the transfers at the earliest and confirm completion via email to [Business Email Address] or at [Business Contact Number].

I appreciate your cooperation.

Yours faithfully,

[Full Name of Authorized Signatory]

[Designation]

[Signature of Authorized Signatory]

[Company Stamp, if applicable]

[Date: August 18, 2025]

3. Business Partner / Branch Transfer

Subject: Request for Fund Transfer Between Business Accounts/Branches

Dear Sir/Madam,

We request the transfer of funds between our business accounts or branches to support operational requirements. The transfer details are:

1. **Business Name:** [Your Business Name]
2. **Source Account Number:** [Source Account Number]
3. **Source Branch:** [Source Branch Name and Address]
4. **Destination Account Number:** [Destination Account Number]
5. **Destination Branch/Bank:** [Destination Branch/Bank Name and Address]
6. **Amount to Transfer:** [Specify Amount and Currency]
7. **Purpose:** [e.g., Operational Funding for [Branch/Partner Name]]

Enclosed are:

1. Copy of CNIC/Passport of authorized signatory
2. Board Resolution (if required for inter-branch transfers)
3. [Any other documents as per bank requirements]

Please process the transfer promptly and confirm its completion via email to [Business Email Address] or at [Business Contact Number].

Yours faithfully,

[Full Name of Authorized Signatory]

[Designation]

[Signature of Authorized Signatory]

[Company Stamp, if applicable]

[Date: August 18, 2025]

4. Tax / Utility Bill Payment Transfer

Subject: Request for Fund Transfer for Tax/Utility Bill Payment

Dear Sir/Madam,

Our organization requests the transfer of funds from our account to pay taxes or utility bills. The transfer details are:

1. **Business Name:** [Your Business Name]
2. **Source Account Number:** [Your Account Number]
3. **Recipient Name:** [e.g., FBR, Utility Company Name]
4. **Recipient Account Number:** [Recipient's Account Number]
5. **Recipient's Bank and Branch:** [Bank Name and Branch Address]
6. **Amount to Transfer:** [Specify Amount and Currency]
7. **Purpose:** [e.g., Tax Payment for [Tax Type, Reference Number] or Utility Bill for [Account ID]]

Enclosed are:

1. Copy of CNIC/Passport of authorized signatory
2. Tax challan or utility bill (if applicable)
3. [Any other documents as per bank requirements]

Please process the transfer at the earliest and confirm its completion via email to [Business Email Address] or at [Business Contact Number].

Yours faithfully,

[Full Name of Authorized Signatory]

[Designation]

[Signature of Authorized Signatory]

[Company Stamp, if applicable]

[Date: August 18, 2025]

5. Import / Export Payment Transfer (TT/Swift)

Subject: Request for Telegraphic Transfer/SWIFT Payment for Import/Export

Dear Sir/Madam,

Our organization requests a Telegraphic Transfer (TT) or SWIFT payment for an international business transaction related to import/export. The transfer details are:

1. **Business Name:** [Your Business Name]
2. **Source Account Number:** [Your Account Number]
3. **Recipient Name:** [Recipient's Full Name/Company Name]
4. **Recipient Account Number/IBAN:** [Recipient's Account Number/IBAN]
5. **Recipient's Bank Details:** [Bank Name, Branch Address, SWIFT Code]
6. **Amount to Transfer:** [Specify Amount and Currency]
7. **Purpose:** [e.g., Payment for Import/Export, Invoice No. XXXXX]

Enclosed are:

1. Copy of CNIC/Passport of authorized signatory
2. Invoice or contract for the transaction
3. SWIFT/TT application form (if required)
4. [Any other documents as per bank requirements]

Please process the transfer promptly and confirm its completion via email to [Business Email Address] or at [Business Contact Number].

Yours faithfully,

[Full Name of Authorized Signatory]

[Designation]

[Signature of Authorized Signatory]

[Company Stamp, if applicable]

[Date: August 18, 2025]

C. Other Special Purposes

1. Charity / Donation Transfer

Subject: Request for Fund Transfer for Charitable Donation

Dear Sir/Madam,

I wish to donate funds from my account to a charitable organization. The transfer details are:

1. **Account Holder Name:** [Your Full Name]
2. **Source Account Number:** [Your Account Number]
3. **Recipient Organization Name:** [Name of NGO/Charity]
4. **Recipient Account Number:** [Recipient's Account Number]
5. **Recipient's Bank and Branch:** [Bank Name and Branch Address]
6. **Amount to Transfer:** [Specify Amount and Currency]
7. **Purpose:** [e.g., Donation to [Charity Name] for [Specific Cause]]

Enclosed are:

1. Copy of CNIC/Passport (if required)
2. Donation receipt or request letter from the organization (if applicable)
3. [Any other documents as per bank requirements]

Please process the transfer at the earliest and confirm its completion via email to [Your Email Address] or at [Your Contact Number].

Thank you for your assistance in supporting this cause.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

2. Property / Asset Purchase Transfer

Subject: Request for Fund Transfer for Property/Asset Purchase

Dear Sir/Madam,

I request the transfer of funds from my account to purchase a property or asset. The transfer details are:

1. **Account Holder Name:** [Your Full Name]
2. **Source Account Number:** [Your Account Number]
3. **Recipient Name:** [Seller's Name or Company Name]
4. **Recipient Account Number:** [Recipient's Account Number]
5. **Recipient's Bank and Branch:** [Bank Name and Branch Address]
6. **Amount to Transfer:** [Specify Amount and Currency]
7. **Purpose:** [e.g., Payment for Purchase of [Property/Asset Description]]

Enclosed are:

1. Copy of CNIC/Passport
2. Sale agreement or invoice (if applicable)
3. [Any other documents as per bank requirements]

Please process the transfer promptly and confirm its completion via email to [Your Email Address] or at [Your Contact Number].

I appreciate your cooperation.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

3. Official / Government Payment Transfer

Subject: Request for Fund Transfer for Official/Government Payment

Dear Sir/Madam,

I request a funds transfer from my account to a government treasury account for an official payment. The transfer details are:

1. **Account Holder Name:** [Your Full Name]
2. **Source Account Number:** [Your Account Number]
3. **Recipient Name:** [Government Department/Treasury Name]
4. **Recipient Account Number:** [Recipient's Account Number]
5. **Recipient's Bank and Branch:** [Bank Name and Branch Address]
6. **Amount to Transfer:** [Specify Amount and Currency]
7. **Purpose:** [e.g., Payment for [Challan No., Exam Fee, License Fee, Fine]]

Enclosed are:

1. Copy of CNIC/Passport
2. Government challan or payment form
3. [Any other documents as per bank requirements]

Please process the transfer at the earliest and confirm its completion via email to [Your Email Address] or at [Your Contact Number].

Thank you for your assistance.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]