

**Sample 1 (For beneficiary has an account)**

Dear Sir/Madam,

Reference to the application form dated ....., I would like you to make fund transfer in accordance with the information below:

- 1. My account information
  - Account name: .....
  - Account number: .....
  - Payment amount: .....
  - Purpose: .....
- 2. Beneficiary's information
  - Name: .....
  - Account number: .....

I would greatly appreciate for your help.

Yours Sincerely,

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**Sample 2 (For beneficiary has no account)**

Dear Sir/Madam,

In accordance with the application form dated ....., I would like you to make fund transfer based on the following information:

- 1. My account information
  - Account name: .....
  - Account number: .....
  - Payment amount: .....
  - Test Question (If any): .....
  - Purpose: .....
- 2. Beneficiary's information (None Account)
  - Name: .....
  - ID No.: .....
  - Address: .....
  - Mobile phone: .....
  - Answer (If any): .....
- 3. Beneficiary's Bank Detail
  - Name of ACLEDA Bank Branch: .....
  - Address: .....

Thanks for your kind and helpful consideration.

Yours truly,