

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Bank Name]
[Branch Address]
[City, State, ZIP Code]

Dear [Bank Manager's Name],

Subject: Notification of Branch Change

I hope this message finds you well. I am writing to inform you that I will be transferring my banking services from [Current Bank Branch Name] located at [Current Branch Address] to [New Bank Branch Name] at [New Branch Address], effective [Date of Change].

Please update your records accordingly, and let me know if there are any forms or processes I need to complete to facilitate this transition. I appreciate your assistance and support in making this change seamless. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number] (if necessary)