

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

[Bank Manager's Name]  
[Bank Branch Name]  
[Bank Branch Address]  
[City, State, Zip Code]

Subject: Request for Bank Branch Transfer

Dear [Bank Manager's Name],

I am writing to formally request a transfer of my bank account from [Current Branch Name] to [New Branch Name]. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

The reason for this transfer is [briefly explain your reason, e.g., relocation, convenience, etc.].

I kindly request you to process this transfer at your earliest convenience. Please let me know if you require any further information or documentation from my side.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]