

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

Subject: Request for Bank Branch Change

Dear [Bank Manager's Name/ Customer Service Team],

I am writing to formally request a change of my banking relationship from my current branch to a new branch. Below are the details of my request:

****Current Branch Details:****

- Current Branch Name: [Current Branch Name]
- Account Number: [Your Account Number]

****New Branch Details:****

- New Branch Name: [New Branch Name]
- New Branch Address: [New Branch Address]

I would appreciate your assistance in facilitating this request and would be grateful if you could confirm the successful change of my branch and any further steps I may need to take.

Thank you for your attention to this matter. Please feel free to contact me via the details provided above if you require any additional information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]