

[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: Letter of Intention to Change Branch

I am writing to formally express my intention to change my banking operations to a different branch of [Bank Name]. My account number is [Your Account Number].

Due to [brief reason for change, e.g., "relocation" or "convenience"], I would like to request the transfer of my account to the [New Branch Name] located at [New Branch Address].

I would appreciate your assistance in processing this request at your earliest convenience. Please let me know if there are any forms or additional information required from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]