

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

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

Subject: Request for Branch Transfer

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request a transfer of my bank account from [Current Branch Name] to [New Branch Name].

Account Details:

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

Reason for Transfer:

[Briefly explain the reason for your request, 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.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]