

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

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

Subject: Request for Change of Bank Branch

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request a change of my bank branch associated with my account number [Your Account Number].

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

Please let me know if any additional information or documentation is required to process my request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to my request.

Sincerely,
[Your Name]