

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

Dear [Bank Manager's Name],

Subject: Request for Branch Location Change

I hope this message finds you well. I am writing to formally request a change of my banking services to a different branch of [Bank's Name]. My current branch is located at [Current Branch Address], and I would like to move my accounts to the [New Branch Address], effective immediately due to [reason for branch change, e.g., proximity, convenience, etc.]. I kindly ask you to facilitate this transition, ensuring that all my account information and services remain intact. Please let me know if any further information is required from my side to expedite this process. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Account Number] (if applicable)