

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

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

Subject: Notification of Bank Branch Change

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally notify you of my intention to change my banking branch.

Account Details:

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Current Branch: [Current Branch Name/Address]
- New Branch: [New Branch Name/Address]

I would appreciate your assistance in facilitating this transition and ensuring that all necessary arrangements are made for my account. If there are any forms or procedures I need to complete, please let me know. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]