

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

Dear [Branch Manager's Name],

Subject: Request for Branch Switch

I hope this letter finds you well. I am writing to formally request the transfer of my banking services from [Current Branch Name] to [New Branch Name].

My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

The reason for my request is [brief explanation of reason, e.g., proximity, service quality, etc.]. I believe that transferring my account to [New Branch Name] will better suit my banking needs.

I would appreciate your guidance on the steps required to complete this process smoothly. Please let me know if you need any further information or documentation from my side.

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]