

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

Subject: Request for Bank Account Transfer

Dear [Bank Manager's Name],

I am writing to request the transfer of my bank account from [Current Branch Name] to [New Branch Name]. Below are the details of my account:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Type of Account: [Checking/Savings]

Please process this request at your earliest convenience. Should you need any further information or documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]