

[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 hope this letter finds you well. I am writing to formally request the transfer of my bank account from [Current Account Name/Account Number] to [New Account Name/Account Number].

Please find the details of my accounts below:

- Current Account Details:
 - Account Holder's Name: [Your Name]
 - Account Number: [Current Account Number]
 - Bank Branch: [Current Bank Branch Name]
- New Account Details:
 - Account Holder's Name: [Your Name]
 - Account Number: [New Account Number]
 - Bank Branch: [New Bank Branch Name]

I would appreciate your prompt assistance with this request. If there are any forms or procedures that I need to complete, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]