

[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 request the transfer of funds from my account, [Your Account Number], to my new account, [New Account Number].

Please find attached any required documents to facilitate this transfer. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]