

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

Subject: Request for Transfer of Bank Account

Dear [Bank Manager's Name or "Customer Service Team"],
I hope this letter finds you well. I am writing to formally request the transfer of my bank account from [Current Branch Name] to [New Branch Name].

Account Details:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Current Branch: [Current Branch Name]
New Branch: [New Branch Name]

I kindly ask you to initiate the transfer process at your earliest convenience. Please let me know if you require any further information or documentation from my side to facilitate this transfer.

Thank you for your prompt attention to this matter. I look forward to your confirmation.

Sincerely,

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