

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

[Bank's Name]  
[Bank's Address]  
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for Bank Account Transfer

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 would appreciate your assistance in processing this request at your earliest convenience. Should you require any additional information or documents to facilitate the transfer, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]