

[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 Bank Branch] to [New Bank Branch/Account Details].

Account Holder Name: [Your Name]

Account Number: [Your Current Account Number]

New Account Number (if applicable): [Your New Account Number]

I would appreciate it if you could process this transfer at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me at the above email or phone number.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]