

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

[Date]
[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Subject: Request for Account Transfer

Dear [Bank Manager's Name],

I am writing to formally request the transfer of my account [Account Number] from [Current Bank Name] to [New Bank Name].

Please find the necessary details regarding my account:

- Account Holder Name: [Your Full Name]
- Current Account Number: [Your Current Account Number]
- New Account Information: [New Account Number, if applicable]
- Reason for Transfer: [Brief reason for the account transfer]

I kindly request that you initiate the transfer process at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]