

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

Branch Manager

Axis Bank

[Current Branch Address]  
[City, State, ZIP Code]

Subject: Request for Branch Change

Dear [Branch Manager's Name],

I hope this letter finds you well. I am writing to formally request a change of branch for my savings account (Account Number: [Your Account Number]) currently held at [Current Branch Name].

Due to [mention reason - e.g., relocation, convenience, etc.], I would like to transfer my account to the [New Branch Name] located at [New Branch Address].

I have enjoyed the services provided by Axis Bank and look forward to continuing my banking relationship at the new branch.

Please let me know what documents or further information you require to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]