

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

Customer Service

FNB Bank

[Bank Address]  
[City, State, Zip Code]

Subject: Transfer Request

Dear [Customer Service Manager's Name],

I hope this letter finds you well. I am writing to formally request a transfer of my account with FNB Bank. Below are the details related to this request:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]
- Current Branch: [Your Current Branch Name]
- Desired Branch: [New Branch Name]

Please let me know if you require any further information or documentation to process this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]