

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

The Branch Manager

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

Subject: Inquiry Regarding IFSC Code

Dear [Branch Manager's Name],

I hope this letter finds you well. I am writing to inquire about the IFSC code for my bank account held at your branch.

My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

I would greatly appreciate it if you could provide me with the correct IFSC code at your earliest convenience, as I need it for [mention reason, e.g., online transactions, NEFT transfers, etc.].

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]