

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

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

Subject: Request for Transfer of NRI Account

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request the transfer of my NRI account held at your bank. Below are the details of my account:

****Account Holder Name:**** [Your Full Name]

****Account Number:**** [Your Account Number]

****Current Branch:**** [Current Branch Name]

****New Branch for Transfer:**** [New Branch Name/Location]

Please find attached any required documentation as per your bank's policies for processing this request. I would appreciate your assistance in facilitating this transfer at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]