

[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 Switching

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the switching of my bank account from [Current Account Type/Number] to [New Account Type/Number] due to [brief reason for the switch, e.g., better interest rates, improved features, etc.].

My account details are as follows:

Account Holder Name: [Your Name]

Current Account Number: [Current Account Number]

New Account Type: [Desired New Account Type]

I would appreciate your assistance in facilitating this request at your earliest convenience. Please let me know if any documents or additional information are needed from my side to complete this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]