

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

Subject: Request for Zero Balance Account Transfer

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request the transfer of my zero balance account, [Account Number], currently held at [Branch Name/Location], to a new account with your bank.

I understand that this transfer will not incur any fees due to the zero balance status of my account. I kindly request that you provide me with the necessary steps to facilitate this transfer.

Please let me know if you require any additional information or documentation to process my request. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,  
[Your Name]