

# Safe Deposit Box Renewal Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the renewal and transfer of my safe deposit box account. My account number is [Insert Account Number], and it is currently located at [Current Bank Location].

I would like to transfer my safe deposit box to [New Bank Location] and renew my lease for another [Insert Duration]. Please let me know what documentation and fees are required to complete this process.

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

Sincerely,

[Your Name]