

Transfer Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request the transfer of my existing interest-bearing account, account number [Insert Account Number], to a new account with [New Bank Name] under the name [New Account Holder Name].

Please process this transfer at your earliest convenience and confirm once it has been completed. Should you require any additional information or documentation for the transfer, please do not hesitate to contact me.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]