

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[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 digital account to consolidate my accounts held with [Bank Name]. My account details are as follows:

Account Holder Name: [Your Full Name]

Current Account Number: [Your Current Account Number]

New Account Number (if applicable): [Your New Account Number]

I would like to request this transfer to better manage my finances and streamline my banking experience. I believe that consolidating my accounts will allow me to maintain a clearer view of my financial status.

Please let me know the necessary steps and any forms I may need to complete to facilitate this process. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]