

Account Transfer Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the transfer of my account to another branch of [Bank Name]. Below are my current account details:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Current Branch: [Current Branch Name]
Requested Branch: [Requested Branch Name]

Reason for Transfer: [Briefly explain your reason for the transfer.]

Kindly let me know the necessary documentation and any steps I should follow to facilitate this transfer. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]