

# Loan Account Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to formally request the transfer of my loan account with the details below:

- Loan Account Number: [Insert Loan Account Number]
- Current Account Holder Name: [Insert Name]
- New Account Holder Name: [Insert New Account Holder's Name]
- New Account Holder's Contact Information: [Insert Contact Info]

The reason for this request is [briefly explain the reason for transfer]. I have ensured that all outstanding payments are settled, and I appreciate your assistance in facilitating this transfer.

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

Sincerely,

[Your Name]