

Account Transfer Notification

Date: [Insert Date]

To,

Branch Manager,
[Bank Name]
[Bank Address]

Subject: Notification of Account Transfer

Dear [Branch Manager's Name],

I am writing to formally notify you of the transfer of my bank account from [Current Bank] to [New Bank]. Below are the details of my account:

- Account Holder Name: [Your Name]
- Current Account Number: [Your Current Account Number]
- New Account Number: [Your New Account Number]
- Transfer Date: [Insert Transfer Date]

Please ensure that all necessary records are updated to reflect this transfer. If you require any further information or documentation, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

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