

[Insert the Sender's Address]

_____ **[Address Line1]** _____

_____ **[Address Line 2]** _____

[Insert the Date of sending the letter]

[Insert the Receiver's Name]

[Insert the Receiver's Address]

_____ **[Address Line1]** _____

_____ **[Address Line 2]** _____

Dear [Insert the name of whomsoever it is concerned to]

Sub: [Insert the Subject Concerned to The Letter]

Greetings of the day!

I am writing this letter to formally request you to transfer the amount of (—) from my (—) account with the account title (—) and account number (—) to the (—) account with the account title (—) and account number (—).

I want my money to be transferred because the bank charges and interest rates that the current account holds is too high for me to afford at this moment. Considering my financial state, it is not feasible for me to have two accounts. I currently do not have any pending liabilities with the bank.

I, therefore, request you to clear my account and transfer the remaining amount of (—) to the other account mentioned earlier. I would highly appreciate it if you could make the transfer as soon as possible to avoid any inconveniences of the money flow as I regularly have to use my bank account for my company transactions.

The required documents and files have been attached to this letter. I hope you will do the needful. I appreciate you for all your services and I am looking forward to having better services in the future.

Thank you very much!

Best Regards,

[Insert Name of the Sender]

[Insert Contact Details]