

Date: DD.MM.YYYY

To
The Head of Agent Banking
Agent Banking Division
The City Bank Ltd.
Address-XXXXXXXXXX

Sub: Own A/C transfer request from XXXXXXXXXXXXXXXXX to XXXXXXXXXXXX outlet

Dear Sir,

My Name is XXXXXXXX currently I have a savings A/C No- XXXXXXXXXXXX under XXXXXXXXXX(X0000) outlet. But for taking smooth banking service from my nearest outlet, I would like to request to transfer my above mentioned savings A/C no- XXXXXXXXXXXXXX to XXXXXXXXXXXX (X0000) outlet.

I will be thankful to you.

Yours Sincerely,

.....
Customer's Signature

Customer Name:

Address:

Cell: