

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 XXXXXXXXXXXXXXXX to XXXXXXXXXXX outlet**

Dear Sir,

My Name is XXXXXXXX currently I have a savings A/C No- XXXXXXXXXXX under XXXXXXXXXXX(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- XXXXXXXXXXX to XXXXXXXXXXX (X0000) outlet.

I will be thankful to you.

Yours Sincerely,

.....

Customer's Signature

Customer Name:

Address:

Cell: