

Bank Account Transfer to Another Branch Letter - Example

[Your Name]
[Your Address]
[City, State ZIP Code]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to request a transfer of my bank account from [Current Branch Name] to [New Branch Name]. The reason for my request is that I have recently moved to a new location, and it would be more convenient for me to manage my account from the nearest branch.

The details of my account are as follows:

Account Holder's Name: [Your Name]
Account Number: [Your Account Number]
Current Branch: [Current Branch Name]
New Branch: [New Branch Name]
Reason for Transfer: [Reason for Transfer]

Please let me know if there are any additional requirements or documentation needed to process this request. I would be happy to provide any necessary information.

Thank you for your assistance.

Sincerely,

[Your Name]