

Name . \_\_\_\_\_

Address \_\_\_\_\_

Mobile Number \_\_\_\_\_

Date \_\_\_\_\_

The Branch Manager

\_\_\_\_\_

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Subject: Request for Bank Account Transfer Due to Relocation

Dear Sir/Madam,

I am writing to request the transfer of my bank account due to my relocation to a new city. Below are the details of my saving account and the new branch where I would like my account to be transferred:

**\*\*Account Details:\*\***

- Account Holder Name: \_\_\_\_\_

- Account Number: \_\_\_\_\_

- Current Branch: \_\_\_\_\_

- New Branch: \_\_\_\_\_

**\*\*Reason for Transfer:\*\***

I have recently moved to \_\_\_\_\_ due to job relocation, family reasons, and it would be more convenient for me to have my bank account managed at a branch closer to my new residence.

I kindly request you to process this transfer at the earliest convenience and confirm once the transfer is complete. Please let me know if any additional information or documentation is required.

Thank you for your assistance.

Sincerely,

Name