

Formal bank account transfer letter template

Subject: Request for Account Transfer

Dear [Bank Manager's Name],

I am writing to request the transfer of my account from [Current Branch Name] to [New Branch Name]. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Please process the transfer at the earliest convenience and confirm once completed. I have attached a copy of my ID for verification purposes.

Thank you for your assistance.

Sincerely,

[Your Name]

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