

Official corporate account transfer letter template

Subject: Corporate Account Transfer Request

Dear [Bank Manager's Name],

We hereby request the transfer of our corporate account [Account Number] from [Current Branch] to [Target Branch]. Please ensure that all linked services and authorizations are migrated without disruption.

Attached are the corporate documents and authorized signatories for verification. Kindly confirm receipt and the expected timeline for completion.

Sincerely,

[Authorized Signatory Name]

[Company Name]

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