

Financial Account Transfer Request

Subject: Request for Account Transfer - Account #[Account Number]

Dear [Bank Manager/Customer Service],

I am writing to request the transfer of my account(s) from [Current Branch] to [New Branch] due to [reason for transfer - relocation, convenience, service preferences].

Account Information:

- Account Holder: [Full Name]
- Account Number: [Account Number]
- Account Type: [Checking, Savings, etc.]
- Current Balance: [Amount]
- Monthly Activity: [Brief description]

I would like to maintain the same account numbers and features if possible. Please transfer all automatic payments, direct deposits, and standing orders to the new branch. I have notified relevant parties of this change, but please ensure continuity of all services.

I am available to visit either branch to complete necessary paperwork and would prefer to schedule this transfer for [preferred date]. Please advise on required documentation and procedures.

Thank you for your assistance in facilitating this smooth transition.

Sincerely,

[Your Signature]

[Printed Name]

[Account Holder ID]

[Contact Information]

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