

To
The Branch Manager,

Date:

Sub: Regarding Transfer of Bank Account No.

Respected Sir/Madam,

I..... a saving account holder of Branch.
I am relocating to my hometown and now I would like to manage my account from the
nearest branch of your bank from my location.

So, I request you to transfer my account to branch with IFSC
..... My account details are as follows,

Name:

A/c No.:

IFSC:

Branch:

Hope you will assist me at the earliest and transfer my bank account to your different
branch provided above.

Thank You!

Yours Faithfully: