

[Your Name]
[Your Address]
[City, State, PIN Code]
[Your Email Address]
[Your Phone Number]
[Date: Day/Month/Year]

[Branch Manager]
[Bank Name]
[Bank Address]
[City, State, PIN Code]

Subject: Request for Bank Account Transfer

Dear Sir/Madam,

I am writing this letter to request the transfer of my account (Account Number: XXXXXXXXXXX3456) from your branch to [Name of the branch where you want to transfer your bank account.]

The details of my active savings account with your bank branch are shown below.

Account Holder Name: [Write your name here.]

Account Number: XXXXXXXXXXX3456

Branch Name & Address: Write the name of the bank branch with the address where you presently hold an account.

IFSC Code: Write the IFSC code of your current bank branch.

The details of the bank branch where the account should be transferred.

Account Holder Name: [Write your name here.]

Account Number: XXXXXXXXXXX3456

Branch Name & Address: Write the name of the bank branch with the address where you want to transfer your account.

IFSC Code: Write the IFSC code of the new bank branch to which you want to transfer your account.

I have also attached photocopies of my existing bank account with my PAN and Aadhar. Once more, I request you: please transfer my account as quickly as you can.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Name]