

# Letter to Bank Manager to Transfer an Account

From,  
Sachin Mishra  
26, Across Colony

Date: 26th May 2019

To,  
The Bank Manager  
Bank of India  
City Road, Delhi - 110015

Subject: Regarding the transfer of account

Dear Sir,

With due respect, I would like to request you for the transfer of my account from the current branch to your branch located in South Delhi. It will more convenient for me to handle my account operation from the South Delhi branch.

I have no pending liabilities. My account details are as under:

Account Holder Name: Sachin Mishra

Account No: 876433567

Account type: Current

Your speedy action in this regard will be highly appreciated.

Thanks  
(Signature)

