

Request Letter for Bank Account Transfer to Another Branch

From,
Anil Chopra
34 Red Colony
Delhi - 110016

Date: 4 May 2020

To,
The Manager Bank
Indian Bank
Delhi

Subject: Transfer of bank account to another branch

Ref: Account no: 999558999

Dear Sir,

I am having a savings account in your bank branch. I have recently relocated to the other part of the city with my family.

I would be obliged if you can please transfer my account from your bank branch to your bank's Punjabi Bagh Branch. It will be easy to maintain my account from that place. The concerned charges can be debited from my account.

Kindly do the needful.

Thanking You

Yours Faithfully

Anil Chopra
(Signature)

