Request Letter for Bank Account Transfer

From,

Anil Chopra

34 Gray Colony

Delhi - 110016

Date: 4 May 2020 To,

Customer Support Manager, Indian Bank,

Delhi – 110054

Subject: Request for transfer of bank account Respected Sir,

Hope you are enjoying your best health. I have been using your bank services in the form of an account holder (Account No: 87654333). I wish to transfer my account to one of the branches near my house.

I request you to shift my account to the branch - Indian Bank, Gray Colony Delhi-110016. I will wait for your response.

The details have been provided below. Thanking You

Yours Sincerely, Anil Chopra South Delhi

Phone no: 87557-87654 (Signature)