

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)

