

# APPLICATION FOR BANK ACCOUNT TRANSFER



To,

The Branch Manager,

\_\_\_\_\_ Bank Name,

\_\_\_\_\_ Address of Branch

\_\_\_\_\_ City

## **Sub: Transfer of bank account to another branch**

Respected Sir/Madam,

I am a customer of your branch and have had a savings bank account for a long time. I would like to inform you that I am shifting home to another city with my whole family after 2 weeks due to the transfer of my [job](#)/personal reasons. [Mention here your actual conditions]. Therefore, I want to transfer my bank account to another branch in \_\_\_\_\_ [City Name]

So, I request you if you can kindly transfer my bank account which is maintained by your bank. If the bank has any charges for the transfer of the bank account I am ready to debit from my account. I am enclosing herewith a copy of the proof of residence address, PAN card for your record verification purpose.

### **The full details of the bank account are given below: –**

Account Holder Name –

Account Number –

Customer ID –

Branch Code –

The prompt cooperation action requested to take the necessary steps in this matter is highly appreciated.

Thanking you,

Yours faithfully,

\_\_\_\_\_Signature

\_\_\_\_\_Account Holder Name

\_\_\_\_\_Contact Number

\_\_\_\_\_Date

**YOURINFOPPOINT**  
APPLICATION LETTER & ESSAY WRITING