

Bank Account Transfer Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Bank Account Transfer

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request a bank account transfer from my current account to a new account with your esteemed bank. I have been a satisfied customer with your bank for several years and have experienced excellent service during this time.

Below are the details of both my current and new bank accounts:

Current Account Details:

Account Holder's Name: [Your Current Account Holder's Name]

Account Number: [Your Current Account Number]

Bank Name: [Current Bank Name]

Bank Address: [Current Bank Address]

Branch: [Current Bank Branch Name]

Swift Code (if applicable): [Swift Code, if available]

New Account Details:

Account Holder's Name: [Your New Account Holder's Name]

Account Number: [Your New Account Number]

Bank Name: [New Bank Name]

Bank Address: [New Bank Address]

Branch: [New Bank Branch Name]

Swift Code (if applicable): [Swift Code, if available]

I kindly request you to transfer the entire balance available in my current account [Your Current Account Number] to my new account [Your New Account Number]. I have already opened the new account and completed all the necessary formalities.

Please ensure that the transfer is done securely and efficiently to avoid any delays or discrepancies. Additionally, I would appreciate it if you could confirm the successful completion of the transfer via email or a written notification sent to my address mentioned above.

If there are any charges or fees associated with this transfer, please deduct them from my current account or inform me of the charges beforehand.

If you require any further information or documentation from my end to facilitate this transfer, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

I am grateful for your prompt attention to this matter and look forward to continuing my banking relationship with your esteemed institution.

Thank you for your assistance.

Sincerely,

[Your Name]