

Transfer Letter for Bank Account Example

James Peterson

Account Holder

1234 Financial Plaza

Commerce City, CA 90001

james.peterson@email.com

February 13, 2025

Branch Manager

Commerce Bank

9876 Banking Blvd

Commerce City, CA 90001

Salutation

Dear Branch Manager,

Introduction

I am writing to request the transfer of my bank account from your Commerce City branch to the Downtown Branch located at 4567 Capital Avenue, Finance District, CA 90005. This request is prompted by my recent relocation to the downtown area, making the local branch more convenient for my banking needs.

Body

My current account details are as follows:

- Account Name: James Peterson
- Account Number: 123456789
- Account Type: Checking

I would appreciate it if you could initiate the transfer process at your earliest convenience. I understand that there may be certain procedures to follow and am prepared to comply with any requirements to facilitate this transfer. Additionally, please inform me if there are any forms to be filled out or identification documents that need to be provided.

Conclusion

I hope for a swift and smooth transfer to the Downtown Branch and would like confirmation once my account has been successfully relocated. Should you need any further information or documentation from my side, please do not hesitate to contact me at your earliest convenience.

Closing

Thank you for your attention to this matter and for your continued excellent service.

Sincerely,

James Peterson
Account Holder
Commerce Bank