

Application for Bank Account Transfer to Another Branch

1. Application for Bank Account Transfer due to Relocation

To,
The Branch Manager,
[Bank Name],
[Branch Name],
[Branch Address]

Subject: Application for Bank Account Transfer due to Relocation

Respected Sir/Madam,

I, [Your Name], hold a savings/current account (Account Number: [Your Account Number]) with your esteemed bank at the [Current Branch Name] branch. I would like to inform you that I have recently relocated to a new residence at [New Address] due to professional/personal reasons.

In light of this change, I request you to kindly transfer my aforementioned account from the [Current Branch Name] branch to the [New Branch Name] branch located at [New Branch Address] at the earliest convenience. This transfer would help me manage my banking activities more efficiently and make it convenient for me to visit the bank when required.

I have attached a copy of proof of my new address (such as Aadhaar card, utility bill, etc.) for your reference and verification. Kindly process my request at the earliest and inform me once the transfer has been completed. I would be grateful for your prompt assistance in this matter.

Thanking you,

Yours faithfully,
[Your Name]
[Your Old Address]
Email ID: [Your Email Address]

Contact Number: [Your Contact Number]

Date: [Date of Application]

2. Application for Transfer of Joint Bank Account to Another Branch

To,
The Branch Manager,
(Old Branch Name),
(Old Branch Address)

Subject: Application for Transfer of Joint Bank Account to Another Branch

Dear Sir/Madam,

I, (Your Name), along with my joint account holder (Joint Account Holder's Name), holding a joint savings bank account (Account Number) in your esteemed bank, kindly request you to transfer our account to the (New Branch Name) located at (New Branch Address).

This transfer request is due to our recent relocation to the area near the new branch, making it more convenient for us to avail banking services. We have been satisfied customers of your bank and would like to continue our association with the same bank.

Kindly process our transfer request at the earliest and inform us once the transfer is complete. We will visit the new branch to complete any formalities required.

Thanking you for your assistance and prompt action.

Yours faithfully,
(Your Name)
(Address)
(Contact Number)
(Joint Account Holder's Name)
(Address)
(Contact Number)

3. Application for Bank Account Transfer to a Preferred Branch

To,
The Branch Manager,
[Current Bank Branch],
[Current Branch Address],
[City], [Pin Code]

Subject: Application for Bank Account Transfer to a Preferred Branch

Respected Sir/Madam,

I am [Your Full Name], an account holder at your esteemed bank with [Current Bank Branch]. My account number is [Your Account Number].

Due to a recent change in my residential address, I would like to kindly request the transfer of my bank account from the current branch to the [Preferred Bank Branch] located at [Preferred Branch Address], [City]. This move will be more convenient for me in terms of accessibility and banking transactions.

I have already updated my KYC (Know Your Customer) documents to reflect my new address. Enclosed are the necessary documents for your reference and verification.

I kindly request you to initiate the account transfer process at the earliest and inform me once it has been completed. Your prompt attention and support in this matter will be highly appreciated.

Thanking you in advance.

Yours faithfully,

[Your Full Name]
[Your Account Number]
[Your Contact Number]
[Your Email Address]

4. Application to Transfer SBI Bank Account to a Preferred Branch

To,
The Branch Manager,
State Bank of India,
[Current Branch Name],
[Current Branch Address]

Subject: Application for Transfer of SBI Bank Account to Preferred Branch

Respected Sir/Madam,

I am writing this application to request the transfer of my SBI bank account (Account Number: XXXXXXXXXXX) from the current branch ([Current Branch Name]) to my preferred branch ([Preferred Branch Name], [Preferred Branch Address]).

The reason behind this transfer request is [mention a valid reason, e.g., relocation due to job transfer, family shifting to a new location, etc.]. As I will be settling in the new location, it would be convenient for me to have my bank account in the same area for seamless banking operations.

I kindly request you to initiate the transfer process at the earliest and inform me of any additional formalities or documents required for the same. I have attached a photocopy of my account passbook and identity proof for reference.

I would be grateful if the transfer process could be expedited, as it will help me in managing my banking needs without any disruption or inconvenience. Thank you for your attention and assistance in this matter.

Yours faithfully,

[Your Name]
[Mobile Number]
[Email Address]

5. Application for Moving Union Bank Account to a More Convenient Branch

To,
The Branch Manager,
Union Bank of India,
[Current Branch Name],
[Current Branch Address]

Subject: Application for Moving Union Bank Account to a More Convenient Branch

Respected Sir/Madam,

I, [Your Name], am holding a savings account (Account No.: [Your Account Number]) at your esteemed branch since [Date of Account Opening]. I am writing this application to kindly request the transfer of my account to the [New Branch Name], located at [New Branch Address] which is more convenient for me due to its proximity to my residence/workplace.

The reason for this request is the difficulty I am facing in accessing the banking services at the present branch because of the distance and time constraints. It has become challenging for me to visit the current branch frequently to carry out my day-to-day banking transactions.

I would be grateful if you could kindly process my request and facilitate the transfer of my account to the [New Branch Name] at the earliest. Please find the required details below:

Account Holder's Name: [Your Name]
Account Number: [Your Account Number]
Current Branch Name: [Current Branch Name]
Current Branch Address: [Current Branch Address]
New Branch Name: [New Branch Name]
New Branch Address: [New Branch Address]

I would appreciate your prompt attention to this matter. Please let me know if you require any additional information or if I need to complete any formalities for this process.



Thanking you in anticipation.

Yours faithfully,

[Your Name]

[Your Address]

[Your Contact Number]

[Your Email Address, if any]

Date: [Date of Application]