To

Branch Manager

Punjab National Bank

Branch Name

City, State.

**Subject:** Request to Transfer My Bank Account No.- XXXXXXXXX

Respected Sir/Madam,

I Mr./Miss XYZ having a bank account whose account number is xxx-xxx-xxx-xxx, residing at [address]. Today I am writing this letter because I want to transfer my account to a new branch.

The reason why I am transferring this account is that I have been transferred to a new city due to my job requirement. So, it will be difficult for me to manage this account from a new city. I have already attached new branch details, bank passbook, ID and address proof along with this application.

So, request to transfer this account as soon as possible.

Account Number: 2808000XXXXXXXXXX

New Branch Name: Sabanhua (Harnaut)

Branch Address: Chandi More Harnaut, Nalanda, Bihar

IFSC: PUNB0674700

Branch Code: 674700

Thanking You

Your Faithfully,

(Your Name and Signature with Date)

Account No.- XXXXXXXXXXXX